

Assisgnment

Policy related to the Seniors (Year 11 & 12), is detailed in a separate document, Senior Assessment Policy - 2021.

Each subject's course outline and full assessment programme will be distributed by the class teacher at the start of the course.

Drafts must be submitted for all assignments prior to the due date. Due dates for assignments must be adhered to strictly, unless there are exceptional circumstances which are covered by the following provisions:

1. An extension of time may be granted by the Principal prior to the due date, if, in his or her opinion, sufficient reason exists. Computer related reasons may not be sufficient enough reason to grant an extension unless proof of repairs can be provided.
2. Extended absence due to illness up to and including the deadline: Parents may produce a medical certificate for the student or parents may speak personally with the Principal to discuss relevant circumstances.
3. Absence due to illness on day of deadline: Parents may produce a medical certificate for the student or student may send the assignment to school with a friend or relative. If neither of these options is possible, the parent should contact the Principal on the day to explain the circumstances and make arrangements about the assignment being handed in.
4. Absence due to special circumstances, eg. bereavement: Parents should speak personally with the Principal to discuss the circumstances.
5. It is a requirement that all assessment items are completed.
6. Senior students are subject to further specific requirements as stated in the Senior Schooling Handbook

Each assignment must be the student's own work.

Assignments must be submitted to the appropriate teacher (or as otherwise directed on the task sheet) and in accordance with the stated time and date indicated on the task sheet.

Some subjects have assignments for which it is not possible to give a due date on the course outline. Class teachers will notify students at least 2 weeks in advance of this type of assessable work.