



MARYMOUNT

College

JUNIOR ASSESSMENT POLICY – MARYMOUNT COLLEGE

Udated Oct 2019

An Assessment may be in the form of:

- an assignment completed during school time or at home,
- an exam which is a written piece of work or a practical (that may be performance based) that is supervised by a teacher and is completed in class time which is designed to evaluate knowledge and skills covering contents of a subject.

Students must be familiar with the Assessment Calendar that is available on the Student and Parent Portal. It is the student's responsibility to retain the necessary task sheets handed out by their teacher.

Illness or Absenteeism

- Parents are expected to contact the College immediately if a student is absent from school when an exam is scheduled.
- Students who are absent from exams, must provide valid reasons for their absence and be prepared to sit for the exam when they return to school.
- In exceptional circumstances, an exam may be waived by the Head of Department, Subject Coordinator or Assistant Principal - Junior Curriculum.

Assignment Principles

- Students must keep a copy of all assignments submitted electronically in OneDrive.
- Written scripts must be submitted for orals on the due date. The order of presentation will be decided by the teacher. Students must be present on the set day and be prepared to present.
- If a task sheet specifies a due date for submitting a **draft**, students must submit two copies of the draft, one of which will be returned with feedback. Teachers will keep the other copy.
- Students should always have some evidence of work in progress to show to their teacher if necessary.

Special Provisions

- Students with specific educational needs are entitled to Special Provision.

Special Provision means making reasonable adjustments to conditions of assessments to ensure equitable opportunities for all students.

Late Submissions

Failure to submit an assignment on the due date will result in an email being issued to parents. A grade may be awarded on the draft copy or on the evidence of work as seen by the teacher.

- If a student is absent on this date, they may submit their assignment electronically or arrange for it to be delivered to SAO.
- An assignment or oral is deemed to be late if the student fails to submit it on the due date, unless the student has a parent letter to confirm illness prior to and/or on the day of submission or there are mitigating circumstances e.g. family bereavement or other grounds judged to be reasonable for Special Provision.
- Students must present their assignment to their teacher at the beginning of the first day they return to school, together with a note signed by a parent explaining the reason for their absence.

Repeated absences on due dates for students will be monitored by the subject teacher.

Students with a record of absences on assessment test dates and due dates will be required to substantiate those and further absences with a medical certificate.

Computer failure on the night before an assignment is due is not a reasonable excuse for late submission. The above procedures also apply to practical or performance based assessment.

Leave From School – During Assessment

Students are expected to be at school every day during the term. Leave from school for sporting, cultural or family events must be requested in writing, from the Principal.

If leave conflicts with any assessment, the Assistant Principal—Junior Curriculum will decide, in consultation with the Head of Department / Subject Coordinator and subject teacher, an appropriate date for the assessment to be completed.

Extensions

- Extensions will generally be considered only on medical or other serious grounds.
- Applications for extension must be made before the due date, through the subject teacher. The Head of Department or Subject Coordinator will then determine if the request will be granted.

Plagiarism

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. **Where there is clear evidence of plagiarism, credit will only be given for work that has been identified as the student's own work.**

Plagiarism - Includes the following:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing.
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works.
- using another person's ideas, work or research data without appropriate acknowledgment.

(QSA Policy Statement "Strategies for authenticating student work for learning and assessment.")