



ASSIGNMENT AND NON-WRITTEN ASSESSMENT POLICY

1. Rationale

Students have to right to demonstrate their true academic abilities through consistent practices with regard to task delivery and drafting as well as draft and final assignment submission.

2. Application

Teachers and students (Years 5-12)

3. Policy Statement

Assignment Details

- Completion of assignments is to be regarded as a course requirement.
- All Assignments at St Patrick's College have a due date.
- Students will be given access to written details of each assessment item through the Due Work component in REALM
- Details of assessment will include but are not limited to:
 - special instructions specific to each department and task;
 - assessment criteria in the form of a criteria matrix or other standardised ;
 - due dates for checkpoints and or drafts; and
 - due date for final assignment/assessment
- Task sheets will be made available through REALM for Students, Parents and Staff

Submission of Draft Assignment Work

- Teachers are expected to use drafting process/checkpoints to assist students to complete assignments on time. Feedback on drafts must be a priority e.g. improvements to be made, possible modifications. Staff MUST set out standards for acceptable draft work.
- Draft work is to be submitted to the class teacher via REALM. The draft will be marked electronically through Realm and returned to the student.
- Where assignment draft work is not completed as directed, one or more of the following steps should be taken.
 - Email to parents or carers
 - Note in student's diary.
 - Directing the student to see the teacher later the same day (e.g. at the end of the lunch hour) to show evidence of progress.
 - Phone call home.
 - Assistance from the Head of Curriculum or Dean of Teaching and Learning where a student repeatedly refuses to complete set work.

Request for extension of time

- A student who becomes aware that he will be unable to submit an assignment on time should obtain an Application for Extension from the Curriculum Office and submit the completed form to the relevant Head of Curriculum.
- The Head of Curriculum will advise the student through the class teacher of the outcome of the application.
- Students are not permitted to apply for an extension on the day an assignment is due.

- If a student is having trouble completing an assignment by the due date either he or his parents should contact the Subject teacher well in advance of the deadline.

Submission of Written Assignments

- Assignments will be due to be uploaded to REALM by 8.30am on the date given in the Due Work component of REALM and / or on the task sheet
- From the time the task sheet is issued, up until the collection date, students must bring research booklets, notes and/or drafts for regular sighting by classroom teachers. Regular is defined as at least once a week.
- On the due date a classroom teacher will:
 - Verify that a student has uploaded their assessment work to REALM
 - Collect any other additional materials required for the assessment item as stipulated in REALM/ on the task sheet
- Any student who has not submitted their assessment item will have their name forwarded to the Head of Curriculum.

Submission of Spoken / Multimodal Assignments

- Spoken tasks will be presented in two formats. Some tasks will be presented live to an audience, most usually the students' subject class. In such cases, all students must be ready to present on the first day of the presentations. Some spoken assessments will not be completed live. In these cases the presentation will be uploaded electronically to Realm.
- A speaking order will be organised by the teachers through random draw of student names.
- Scripts will be due to be uploaded to REALM by 8.30am on the date given in the Due Work component of REALM and / or on the task sheet
- From the time the task sheet is issued, up until the collection date, students must bring research booklets, notes and/or drafts for regular sighting by classroom teachers. Regular is defined as at least once a week.
- On the due date a classroom teacher will:
 - Verify that a student has uploaded their assessment work to REALM
 - Collect any other additional materials required for the assessment item as stipulated in REALM/ on the task sheet
- Any student who has not submitted their assessment item will have their name forwarded to the Head of Curriculum.
- For such spoken assignments students are to ensure their audio file is uploaded in the approved format as outlined by the class teacher, including but not limited to:
 - .mov / .mp3 / .mp4
 - Total file size MUST be less than 1gb
- For Multimodal assignments students are to ensure their presentation is uploaded in the approved format as outlined by the class teacher, including but not limited to:
 - .mov / .mp3 / .mp4 / .pptx /
 - Total file size MUST be less than 1gb

Submission of Practical Assignments

- Assignments will be due to be uploaded to REALM by 8.30am on the date given in the Due Work component of REALM and / or on the task sheet
- If an assignment is the culmination of a practical task the student will need to:

- At the direction of the class teacher upload a photo or video of the task to the due work component of REALM
- From the time the task sheet is issued, up until the collection date, students must bring research booklets, notes and/or drafts for regular sighting by classroom teachers. Regular is defined as at least once a week.
- On the due date a classroom teacher will:
 - Verify that a student has uploaded their assessment work to REALM
 - Collect any other additional materials required for the assessment item as stipulated in REALM/ on the task sheet.

Late Submission of Assignments

- All students are expected to upload assessment tasks onto Realm in accordance with the College Assessment Calendar

Failure to submit an assessment item

- There are a number of options for students who do not submit the assignment at this time:
 - Their draft may be all that is marked.
 - A mark may be awarded based on completion of research booklets and assignment notes.
 - Students may be required to write the assignment at the back of the classroom.
- All of these options are likely to impact on the students' final level of achievement. These students may receive a detention for work not completed.
- Students are not permitted to hand in USBs in lieu of a written item.
- Students will not be permitted to submit assignments later in the day.
- Students who are absent on the due date will still be expected to submit their assignment on Realm prior to the start of the school day (8:30am). Parents are requested to contact the class teacher or Head of Curriculum if there are any problems in doing this.
- If a student fails to complete three or more assignments by the required due dates within the year, he will be reported to the Assistant Principal Curriculum. The Assistant Principal Curriculum will arrange an interview with the student and his parents / guardians to discuss any further necessary action.

Academic Integrity

- Students must accept that the assessment tasks they undertake are a true representation of their own work and that this work is attempted to the best of their ability. Students are encouraged to research the work of others, but in doing so, accept that it is the author's intellectual property and acknowledge this by citing and referencing their work when it has been incorporated into the assessment response.

Responsible Officer	Dean of Teaching and Learning		
Review	01/12/2018		
Associated Documents			
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1.0	College Principal	29/11/2017	01/01/2018