

Student Academic Policy

Drafting

A draft is a preliminary version of your response to assessment. Drafts can also be used to authenticate your work. Drafts should be complete or near complete draft *in the mode required by the syllabus*.

You must:

- Submit draft by the due date
- Use correct referencing style
- Ensure you have referred closely to the task sheet and followed all instructions
- Strive to submit a completed draft in the required mode (spoken/written) that meets the word/time limit

Teachers:

- Will provide feedback on a **maximum of one draft**.
- **Will not** allocate a result for the draft student response.
- May not introduce new ideas, language or research to improve the quality of your response.
- May indicate some key errors in spelling, grammar, punctuation and calculations, but should not edit or correct all errors in a draft.
- Will give feedback to the draft response in a variety of ways: in writing or orally; to an individual or to the whole class; and/or through questioning.
- Will call home if no draft submitted or make contact with parent/guardian.

Assessment

- **You are responsible for submitting both draft and assessment items on or before the due date.**
- You must show academic integrity. (**See student Academic Integrity Policy**)
- Authentication of your work is mandatory. (This means the work must be yours!)

Submission of Assignments

Late and non-submission of Senior Assessment

- To receive an overall subject result for a course of study in a General, Essential, Applied or certificate subject, you must **complete all required assessment outlined in the respective syllabus**.
- If you do not submit a response to an assessment instrument **on or before the due date** set by the school, a result will be awarded using any evidence available e.g. class work, a draft, rehearsal notes, photographs of student work, teacher observations. (You are very unlikely to pass in this instance)
- **If there is no evidence the only result that can be awarded is Not-Rated (NR). This will mean you will not pass “No Pass, No progression” and you will probably need to repeat the semester.**

Note: Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for extension

Absence on Due Date of Assignments

If you know you will be absent on the day an assessment item is due you must:

- Submit the item before the due date **OR**
- Have it delivered to the school on that date.
- All assessment must be submitted by 4.30pm on the due date (midnight for General subjects)

Exams

Attendance at Exams/Orals:

You must:

- Arrive on time
- Come prepared with appropriate equipment
- Meet the behaviour expectations for conduct during exams

Conduct During Exams

- To be fair to all students sitting a test, it is important that test conditions are maintained. This means that you do not talk or act in a way that distracts others and prevents them from completing the test to the best of their abilities.
- If you act in a way that disrupts other students, you will be warned. If you are disruptive again you will be asked to leave. The teacher will determine a level of achievement for you using whatever evidence is available. This would usually mean marking the sections completed before you chose to leave.
- If you need to leave the room a member of staff will accompany you.

Assignment or Exam Extensions:

- No extensions will be approved on or after the due date.
- Extensions will be considered on a case-by-case basis
- *An Internal AARA Application Form must be completed for ALL extensions. This needs to be completed two days prior unless misadventure*

Illness

- A **medical certificate** is mandatory.

Extenuating circumstances (including unexpected circumstances)

- Family activities of a very special nature requiring absence from school
- Bereavement, family breakdown etc.
- Essential sporting / cultural commitments
- Long-term illness of self or family member
- "Sorry Business"
- If a delicate family matter or personal circumstances apply, the application can be lodged directly with Guidance Officer, Head of Campus, DOS or Principal.
- Unexpected circumstances arise if a situation occurs suddenly (and belatedly) causing the student to be unable to submit on the due date
- Your approved AARA application form will give you your new deadlines.

Managing Response Length after submission:

- You must include a word count at the end of your document.
- Where your response exceeds the required response, only the work that meets the required length as per the syllabus will be marked. **Evidence outside the required length, (written or spoken) will be excluded.**
- Students cannot be penalised for submitting a response that does not meet the response length conditions by arbitrarily reducing their result.

Academic Integrity: See *Academic Integrity policy*

Consequences for plagiarism include are:

You cannot be graded on work that is not your own. If plagiarism is confirmed, the sections of work in question cannot be used to make a judgment about your achievement.

- Where you have been found to have plagiarised significant portions of the task, only the elements of task that are your own original work will be graded.
- Where all of your work is plagiarised, you will receive a not rated (NR) as your result.

Student Signature : _____

SERLC Student Assessment Policy

Parent/Carer Signature : _____

Data/Coredata/Curriculum – Student Assessment Policy