

# ASSESSMENT TASKS RULES AND PROCEDURES

## RATIONALE

The College acknowledges the fact that unforeseen circumstances can occur during the school year which may affect a student's performance. Therefore, documented procedures may be implemented to ensure equity in the assessment of students at MacKillop College. These procedures cover illness, misadventure and malpractice.

## ABSENCE – DUE TO ILLNESS OR MISADVENTURE

If a student is absent on the day of a task the procedure is:

- (i) Ring the College before the bell for PC and
- (ii) On the day of return, the student must provide a parental note outlining the reason(s) for the absence and/or a medical certificate to the subject teacher or Leader of Learning. The student will complete the task at the next available time slot on their immediate return. The Leader of Learning or subject teacher will advise the student of their allocated timeslot to report to the rooms as indicated below:

Year 7-10 students report to the Junior Student Services room

Year 11 and 12 students report to the Senior Office.

In circumstances where the completion of a substitute task is not feasible, is unreasonable or where the conditions of the missed task are difficult to duplicate, the Assistant Principal may authorise the use of an estimate based on other appropriate evidence.

In all other cases where a student fails to complete an assessment task, a score of zero will be recorded. In such a situation, parents will be notified, in writing, as soon as practical after the task. This letter must be signed by the parents and returned to the Assistant Principal.

## PERCENTAGE PENALTIES FOR MISSED OR LATE TASKS

Year 10 – 12 students deductions of:-	Year 7, 8 and 9 students deductions of:-
1 Day – 30%	1 Day – 10%
2 Days – 50%	2 Days – 20%
3 Days – 70%	3 Days – 30%
4 Days – 90%	4 Days – 40%
5 Days – 100%	5 Days – 50%

After five days, Year 10 – 12 students will receive zero and the parents will be notified, in writing, on the appropriate form. After 5 days a student in Years 7, 8, or 9 will only be eligible for 50% of the possible mark and will be required to complete the task.

## Submission of Hand in tasks

Students need to refer to their assessment task notification about where, when and how the task is to be submitted. Failure to comply with the instructions on the task notification will result in the above penalties applying.

**Please note:** Year 10, 11 and 12 students need to refer to their Assessment Handbooks for specific information, rules and procedures regarding assessment.

## **MALPRACTICE AND PLAGIARISM IN TASKS**

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own;
- using material directly from books, journals, CDs or the internet without reference to the source;
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as their own;
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- using non-approved aides during an assessment task;
- contriving false explanations to explain work not handed in by the due date; and
- assisting another student to engage in malpractice.

The Leader of Learning and class teacher should determine the extent of malpractice and then consult with the Assistant Principal and the Leader of Curriculum for guidance on each suspected case. If malpractice is proven, a zero mark should be considered for that task. In some circumstances, a substitute task may be administered with significantly different supervision. In the case of plagiarism, non-plagiarised material should be marked. Where the majority of the submitted work is plagiarised then the complete task will be awarded zero marks.

Whichever approach is taken, the penalty should be appropriate to the seriousness of the offence.