

Assignment Submission Process

DRAFTS OF ASSIGNMENTS ARE REQUIRED PRIOR TO THE DUE DATE

- Students will have completed aspects of their assessment by specific checkpoint dates.
- All students are required to submit a draft of their assignment to their teacher as per the course and assessment planner.
- Students who do not submit a draft indicative of the amount of work expected will be given a detention to complete their draft.
- Parents of students who have not submitted a suitable draft will be contacted by the class teacher.
- Parents of year 11-12 students at risk of non-submission will be required to attend a meeting with a member of the school leadership team (HOD) and classroom teacher.

ALL ASSESSMENT MUST BE SUBMITTED ON OR BEFORE THE DUE DATE

Year 11-12 students hand their assignments in at B13, year 10 students to A12 on or before the due date (7.45am-8.30am, first or second lunch, 2.50pm-3.15pm)

Year 7-9 students hand their assignments directly to their class teacher

Students who are absent on the due date are still required to submit their assignment by the due date. In this case, completed assignment are to be emailed to

assignments@gordonvalehigh.eq.edu.au

FREQUENTLY ASKED QUESTIONS

- **What if a student is absent or sick on the due date?** Students are still required to organise to submit the task by an alternative means (friend, sibling, email to assignments@gordonvalehigh.eq.edu.au – make sure you include your name and your teacher’s name in the subject box). Students in year 11 and 12 are required to provide a medical certificate if they are unable to meet due date requirements.
- **What if a student does not submit the task by the due date**
 - A Late or non-submitted task receives a result based upon evidence collected from the draft.
 - Late assignments will not be marked.
 - This may result in a year 11/12 student being ineligible to receive a QCE or OP or VET certificate.
 - Year 11/12 students may have their enrolment cancelled.
- **What if there is evidence that the task has been copied from another student or plagiarised from another source?** Plagiarism is a serious academic offence. The student will be referred to the HOD Curriculum and parents are contacted for a meeting at which a decision can be made.
- **What if a student needs an extension due to illness, family tragedy?** A request for an extension to a due date must be made to the relevant Curriculum HOD before the due date. A student will be required to provide evidence of the work completed to date and evidence supporting the reason for their request.
- **What if there are special and significant issues that affect a student’s ability to complete assessment?** Students may make a request for “**Special Provision**” through the Guidance Officer. Students granted Special Provision are still required to complete assessment tasks in order to meet the expectations of a subject.
- **If I don’t hand my assessment in, but I get a mark on my draft, will I get clearance to attend excursions?** If you don’t submit your assessment by the due date then it is “not submitted” or “late”. This means you will not receive clearance for non-curriculum excursions.

“In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date” QCAA policy on Late and Non-Submission of assessment