

Academic Policies and Procedures

RESPONSIBILITIES OF STUDENTS

Students are responsible for:

- obtaining a copy of the assessment calendar
- completing all assessment tasks honestly and to the best of their ability
- meeting all assessment deadlines
- communicating difficulties with assessment to the class teacher or Academic Dean in a timely manner

ASSESSMENT SCHEDULE

An electronic assessment schedule is maintained for all year levels in all subjects by the Academic Deans. It is published on the College website under the Curriculum tab. Students and parents/care givers are expected to view and print their schedule for each school term.

HOMEWORK

The table below outlines time allocations that are recommended, as a minimum, to be allocated to homework. There is an expectation that students will need to increase the amount of time spent on homework when they are required to complete assessment tasks.

Year Level	Recommended Time Allocation (per week)	Year Level	Recommended Time Allocation (per week)
Year 7	3	Year 10	10
Year 8	5	Year 11	12
Year 9	7	Year 12	15

Assessment Policy

Assessment is defined as any technique used to gather evidence towards results. It includes, but is not restricted to; examinations, assignments, practical projects, oral presentations, multi-modal presentations.

Assignment submission

In the interests of equity, reliability and validity all assignment work should be completed and submitted on time on the due date. Students are advised to treat due dates as absolute deadlines and to aim at an earlier submission to avoid unforeseen circumstances that prevent submission.

Due dates and method of submission (paper copy or electronic) will be clearly stated on the assessment task sheet.

All assignments are due in at the **beginning** of the lesson for that subject on the due date. In the event that the relevant subject has no lesson on that day the assignment must be submitted into the assignment box by 12.00pm (midday).

If a student neglects to bring a completed assignment to school, the student must email the assignment to the teacher by the designated time and an exact hard copy handed in the next day.

Attendance and Assessment

It is not acceptable for students to absent themselves from a school day or part thereof to study for an examination or to complete assignment work. This practice constitutes an unfair advantage and is indefensible on any grounds.

Year 10, 11, 12 students who are absent on a school day, immediately prior to or on the day (or part thereof) of an examination or due date for an assignment, will be required to substantiate such absence with a **medical certificate**. **The exception is** if the assignment is submitted prior to or by **9.00am** on the due date.

Year 7, 8, 9 students who are absent on the day (or part thereof) of an examination or due date for an assignment will be required to substantiate such absence with any of the following; a medical certificate, written note from a parent/caregiver to explain the absence. **The exception is** if the assignment is submitted prior to or by **9.00am** on the due date.

If, due to illness, an assignment needs to be submitted via email, a paper copy must be submitted on the student's return to school. The paper copy must be identical to the email submission. Any changes will constitute a non-submission.

Applications for extension

An "Application for Extension" form must be completed 5 days prior to the due date of an assignment. Extensions can only be granted in consultation with the subject teacher and the Academic Dean of that subject. Extensions will only be considered on the basis of demonstrable educational disadvantage in extenuating circumstances. Supporting documentation will be required.

Non-submission of assignments

If the above policy is not followed and an assignment is not submitted by the due date and time the student will receive a grade based on their draft OR any completed work located in the I drive of the College laptop. If this evidence is not available, the student will be given 60 minutes in which to respond to the assessment task. This 60 minute session will be in the form of an afternoon detention as designated by the teacher as soon as possible after the due date.

Students will not be given a grading where no work exists as evidence to support a result. This is in line with the Queensland Curriculum & Assessment Authority (QCAA) Policy. If a student, after the provision of reasonable opportunities, has failed to complete mandatory aspects of the syllabus, they will be denied an exit level of achievement for that semester of work. This course of action is at the discretion of the Principal and will be communicated in writing to the student and parents/caregivers. Persistent cases of non-submission of assignments by a student may result in cancellation of enrolment.

Technology issues affecting submission

Should an assignment submission be delayed because of computer malfunction, the following additional conditions apply:

- 1 Evidence of work completed to date must be attached to the Application for Extension form.
- 2 Communication from a parent/caregiver explaining the situation must be attached to the Application for Extension form.
- 3 The class teacher will access the student's I drive to view evidence of completion.

The College provides printers for student use so home printer issues do not constitute an acceptable reason for extension.

EXAMINATIONS

Formal Examinations

Formal examination periods are communicated via the College Calendar at the commencement of the school year.

All students are expected to be in attendance for all scheduled examinations.

If an avoidable absence from an examination occurs, parents/caregivers must contact the College before 9.00am on that day. The student must then report to the Academic Dean immediately on returning to school for advice of subsequent assessment arrangements. Documentary evidence explaining the absence must be provided.

A student is not permitted to sit an examination prior to the remainder of the class or cohort. This compromises the security of the examination.

If a student is absent from an exam:

Senior students (Year 10, 11, 12) must apply to sit for the examination at an alternative time **after** the rest of the cohort and the changed conditions will be noted on the Student Profile. No student can be advantaged by sitting an examination after the rest of the cohort.

Middle School students (Year 7, 8, 9) must make arrangements with their class teacher to sit for any missed examinations.

SPECIAL PROVISION

Special provision in relation to assessment may be available depending on the learning needs of students. What is critical is that the process for determining appropriate special provision is equitable, reasonable and accountable. The purpose of special provision is to remove educational disadvantage without giving unfair advantage.

Applications for special provision is a consultative process involving the student's teachers, House Dean, the appropriate Academic Dean and the Assistant Principal: Curriculum. The QCAA policy is available at www.qcaa.qld.edu.au.

It is important to note that special provisions does not cover exemptions from assessment.

AUTHENTICATION OF STUDENT WORK

Students should be aware that the following are acts of plagiarism:

- Paragraphs or sentences paraphrased or summarised, and the source of the material is not acknowledged within the text
- Taking an idea or work from another person without reference being made to the source
- Copying some or all of the work of a fellow student, older sibling or past student
- Producing work in conjunction with a parent or tutor when it is purported to be the student's own work
- Using electronically available media, images, audio, video, graphic or photographs without indicating their origin.

If any of the above occurs, only the original part of the assessment will be graded and the plagiarised component will not be given any credit.

Students must take great care to acknowledge their sources and be aware that plagiarism is a form of CHEATING.

Appeals against assessment decisions

All students have the avenue to appeal against assessment decisions. The classroom teacher is the first point of reference for appeals. A notation of the appeal and outcome is to be made on the student's assessment profile. If a satisfactory outcome is not reached, the appeal may be referred to the Academic Dean, the Assistant Principal: Curriculum and finally the Principal. The Principal's decision on all assessment appeals is final.

Laptop – I Drive File Management

All students are provided with a College laptop for use in their academic studies. It is the student's responsibility to ensure the security of the laptop.

Students are required to save all files in an appropriate manner and the following guidelines are provided to assist students in this process.

- Create a folder on the **I drive** for each subject studied (see example)
- It is a requirement that all academic work is to be stored on the **I drive**. (The I drive is the only drive that is backed up and where files can be retrieved in the case of a malfunction)
- The College laptop remains the property of The Cathedral College and as such all teachers have access to students' I drives.

