

Policies

Year 8 - 10 Homework

Homework provides students with the opportunity to consolidate their learning, and solve problems independently. Our senior students also tell us that having to do homework in Year 8 - 10 classes does prepare them for the rigours of senior secondary school.

Obviously there are instances when family commitments prevent work from being completed. If this happens it is important to let the subject teacher know via a diary note, and ensure the work is completed as soon as possible.

Generally, students can expect between 45-60 minutes of homework per subject per week. If a student fails to complete (or have a reasonable attempt at) their homework - or forgets to bring it to school, they are required to go to Homework Detention at lunchtime. Homework Detention provides an immediate consequence for a student not fulfilling their responsibilities.

Homework Detention

Homework Detention is held in the Home Ec Room each day from the start of lunch until 1.15pm. Students bring their lunch, their work and their diaries. All students stay until 1.15pm - even if they finish their work before that time. School lunch finishes at 1.35pm so they still have 20 minutes of outside time with their peers.

Parents are informed of attendance at Homework Detention via a note stapled into their diary. The number of Homework Detentions is recorded and included on student reports at the end of each term for students in Year 8 -10.

If the student has a prior appointment or regularly goes home for lunch, they negotiate with the teacher to undertake the detention the following day.

A student who fails to attend Homework Detention is issued with a SIBeR Card (Student Inappropriate Behaviour Record) and expected to attend Homework Detention the following day.

Diaries

The school diary is a 3-way communication channel between school, students and parents. Students are encouraged to record details of all homework tasks in their diaries. Nightly homework and assessment tasks with extended due dates needs to be balanced with personal commitments.

The diary helps to develop good organisational and time management skills in students.

Parents are also encouraged to use the school diary to write notes to teachers e.g. absences, lunch pass requests, and if necessary reasons why homework could not be completed!

Computer Printing and Internet Costs

Students are provided with a nominal account at the start of each school year. Students are responsible for supplementing the costs associated with computer printouts and Internet usage. Currently colour printing cost is \$1.00 per A4 page and 10¢ per black-and-white A4 page. Internet usage is 10¢/mb. Credits can be purchased from the **Bookroom** at recess times.

Work Submission For Assessment

The SACE Board (South Australian Certificate of Education) set the guidelines for assessment which we use with our secondary school Year 8 - Year 12. The Assessment Deadlines and Supervision and Verification of Students Work Policies can be read in their entirety on the SACE website. The website also provides interesting information and hints for students and families in a range of topics including:

- Research advice
- Study hints
- Past exam papers

For more info see SACE website:

www.sace.sa.edu.au

ASSESSMENT DEADLINES, DEDUCTING MARKS, AND DISCOUNTING GRADES POLICY

Policy Principles

The policy is underpinned by the following principles:

1. That the summative assessments recorded for student achievement in school assessments will be on the basis of the nature of the work undertaken by the student and presented for assessment;
2. That for assignments and other work-related activities, time-limits (i.e. deadlines) need to be set by schools;
3. That schools ensure that there is a policy on deadlines for the submission of summative tasks and on the criteria and process for negotiating extensions;
4. That schools be advised that assignments or work requirements not presented by final deadlines must be awarded a zero (0) or 'not completed' for records of students' summative achievements.

When summative tasks are scheduled for completion over a long period, such as research assignments or special projects, it will be expected that the teacher will regularly monitor progress and hence avoid a problem with a student failing to meet the deadline for a summative task. This monitoring has the added benefit of maintaining a check on the authenticity of the work being done.

The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved.

Work handed in by the due date should then be graded at face value for summative purposes. Work handed in after the negotiated deadline may be marked for feedback purposes only, to form part of the student's formative assessment.

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- Submission of tasks by the stated deadline is expected unless an extension has been negotiated with the teacher at least 48 hours before the deadline expires, preferably supported with a written request by a parent.
- A whole class extension may be granted by a teacher at least 3 days ahead of the first published deadline.
- It is a student's responsibility to have enough print credits to be able to submit work by a deadline.
- In the event of a planned 'absence', (SBNA/appointment/family holiday etc.) coinciding with a deadline the student must ensure the work is still submitted by the deadline i.e.; earlier, e-mailed to the teacher or delivered by another person.
- In Years 11 & 12 no-submission of a task results in a score of zero (0).
- In Years 8-10 teachers use their discretion in re-negotiating a deadline and assessing the task.

SPECIAL PROVISIONS IN ASSESSMENT

Special Provisions in Assessment are considered only within the following and must be formally applied for through the SACE Co-ordinator.

- *Short-term and Long-term Impairment*; whether physical (illness or injury) or emotional
- *Linguistics Limitation in English language Proficiency*
- *Misadventure*; when objectives cannot be varied in the school assessment and a student's performance or presentation was affected by an incident clearly beyond the student's control.
- If a student provides evidence showing grounds for Special Provisions In Assessment, an alternative assessment task/s may be negotiated between the teacher and student with an appropriate / realistic timeline to ensure a student's overall subject assessment is not unduly jeopardised through not achieving the initial task or deadline.

Plagiarism

Supervision and Verification of Students' Work Policy

Policy Principles

The policy is underpinned by the following principles:

1. That student must submit for assessment only work that is their own produced without undue assistance from other people or sources.
2. That all changes made in the various stages of development of written or other products submitted for summative assessment must represent the student's own work.
3. That work which has been subjected to detailed editing, correction, or alteration by the teacher may not be further developed or copied by the student for resubmission.

Work that is **unacceptable because of an undue level of assistance** will include that which:

- has been copied, without acknowledgment, from another person's work or another source;

Supervision and Safeguards against Plagiarism

Students are required to submit work that is their own. Apart from appropriately incorporated quotations from other sources, no part of a student's work may be copied from any other person's work, or be based on an undue level of assistance from another person (as described above).

Use of Computers

The principles relating to the confirmation of work produced using computers are essentially the same as those laid down for other forms of development and presentation of work for assessment. Students must themselves enter all text and make all amendments to text. No part of a student's work may be based on an undue level of assistance from other people or sources.

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- Work copied directly from a book, the Internet or from another student is not original and will be awarded zero (0).
- If two students present work which is virtually identical (except in the case of a group task) both students will be awarded a zero (0).