STUDENT RESPONSIBILITIES

- Dates are given to students two weeks prior to the submission of an assessment task. It is each student’s responsibility to check when tasks are due.
- Students should record the date of assessments due in the Assessment Handbook or School Diary.
- Students are expected to perform all tasks required and sit for all tests scheduled in assessment programs. Students should endeavour to complete each task to the best of their ability.
- It is the responsibility of absent students, including students on work placement, or extended leave to check whether an assessment task has been issued in their absence. Check the faculty noticeboards.

SUBMISSION OF ASSESSMENT TASKS

- All students should receive, in writing, a minimum of two (2) weeks notice prior to the due date of a task. Notification will also be placed on the faculty noticeboard.
- All hand-in assessment tasks should be submitted according to the instructions on the notification sheet.
- A faculty coversheet must be completed and receipt retained. All assessment tasks must be signed in with a teacher.
- Attendance at all classes on the due date and the day before the task is compulsory. A 50% penalty will be imposed on students not meeting this requirement.

PENALTIES FOR NON-SUBMISSION (refer to Flow Chart on page 4)

- Late submission of a task on the same day, after the due time, will result in the loss of 25% of marks.
- Tasks handed in the next day, up until recess, will result in the loss of 50% of marks.
- Failure to meet the above deadlines will result in zero (0) marks awarded and a Board of Studies course warning letter being issued.
- The task must be completed and submitted to a satisfactory standard to meet Board of Studies requirements.
If a student fails to complete a task as specified in the assessment program and feel they have a valid reason they must complete a Misadventure Form and attach the supporting evidence such as a Medical Certificate.

The Head Teacher will determine, on the basis of this evidence, the validity of the claim and may grant an extension of time or a mark to be awarded based on a substitute task.

The inability to print assessment tasks by the due time is not an acceptable excuse for the late submission of a task.

When there is no valid reason for not completing an assessment task, as determined by the Head Teacher, a zero (0) mark will be recorded.

Students at risk of not meeting LGHS internal assessment requirements will be given formal Board of Studies course warning letters.

**ABSENCES**

If a student is absent on the day of an assessment task or the day a task is due they must abide by the following procedures:

- The student or their parent/guardian **MUST ring the school** and inform the Head Teacher.
- The student **MUST report to the Head Teacher on the first day of return to school** with a medical certificate or supporting evidence. Failure to report with appropriate documentation will result in zero (0) marks.
- The student **MUST complete a Misadventure Form** issued by and returned to the Head Teacher.
- To satisfy Board of Studies requirements the task must be completed and submitted at the time determined by the Head Teacher. Failure to follow these procedures could lead to a Course ‘N’ award warning letter.
- Absence from school when a task is distributed does not automatically entitle a student to extra time to complete the task.
- Any student who will be absent from school for an assessment task or for the submission of a task, because of their involvement in a conflicting school activity (eg: debating, sport commitments etc) must inform the class teacher or Head Teacher who will arrange an alternative date for the task to be completed. Failure to inform the teacher will result in loss of marks.
- For all absences greater than 4 weeks, an estimate will be provided or a substitute task given, only if the student has had their leave approved by the Principal.

**COMPUTER FAILURE**

- A student presenting work produced via computer or submitting work online who experiences computer or printer failure **MUST follow these procedures:**
  
  (a) present to the Head Teacher before school, documentary evidence eg : note from home
  (b) plus work saved on a USB key, using Office 2003 or a later version
  (c) or hard copy of drafts, rough notes etc

- Only after these initial procedures have been completed on the due date, will the Head Teacher consider a student’s request for misadventure.
- A Misadventure Form must be completed as normal.
GROUP TASKS

- The same rules apply as for other tasks.
- An individual student will be penalised for failure to meet group requirements.

APPEALS PROCESS

- Students should ensure that any questions or problems they have, about the marks/grades or teacher feedback for a piece of work, are resolved at the time the work is returned.
- Students have the right to appeal the result of a formal assessment, the marking process or the Head Teacher determination of a misadventure.
- To begin the appeal process, students need to collect an appeal form from the Deputy Principal. When all paper work is completed the student should present these forms to the Principal for a final determination.

ACADEMIC MISCONDUCT

- If any student participates in any form of academic misconduct they will be awarded a zero mark, have an interview with the Head Teacher, be issued with a letter of caution and attend a parent interview, if deemed appropriate.

Examples of academic misconduct include:

- Plagiarism, which includes,
  (a) copying someone else’s work, in part or whole, and presenting it as your own;
  (b) using large amounts of material directly from books, journals, CDs or the internet without reference to the source;
  (c) buying, stealing or borrowing another person’s work and presenting it as your own; and
  (d) submitting work which another person, such as a parent, coach or subject expert, has contributed substantially.

- breaching school examination and assessment rules
- using non-approved aids during an assessment task or examination, eg electronic device not approved
- contributing false explanations to explain why work was not submitted by the due date
- assisting another student to engage in malpractice
- disrupting an assessment task or examination
- after having been given permission to submit a task at a later date, the student attempts to find out details of the task
- deliberately not attending school for a day, or part of a day, before an assessment task is due, therefore gaining additional study time. A 50 % penalty will be automatically imposed.

Framework developed prior to 2010
Revised 2012 and 2013
To be revised 2014
<p>This form is to be completed by a student who is unable to attend/submit an assessment task on the due date. Procedures in this assessment booklet must be followed in order for any consideration to be extended with regards to the task.</p>1. Complete and present this form to the appropriate Head Teacher. <em>(This should be done prior to the due date where applicable or on the first day of your return to school.)</em><br>2. If approval is granted, this form together with any other relevant documents such as a doctor’s certificate with a valid medical reason must be attached to the assessment task on submission<br><br>Failure to submit this form promptly may adversely affect the result of your request. It should not be assumed that an application using this form will be successful, as the reasons advanced will be assessed on their merits.<br><br>Student’s Name: …………………………………………<br>Home Phone: …………………………………………<br>Year/Course/Class: …………………………………………<br>Teacher: …………………………………………<br>Assessment Task Missed: …………………………………………<br>Due Date: …………………………………………<br><br><strong>Student Statement in Support of the Appeal / Misadventure</strong><br><br>You need to detail your reasons for the appeal. You may provide evidence to the contrary that supports your appeal. Supporting evidence attached  □ YES □ NO  Type: …………………………………………<br><br><em>My appeal is based on the following grounds:</em><br><br>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------<br><br>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------<br><br>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------<br><br>Student’s Signature: …………………………………………  Parent’s Signature: …………………………………………<br><br><strong>Recommendations / Action:</strong><br><br>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------<br><br><strong>Endorsement</strong><br><br>Class Teacher: □ YES □ NO  Signature: …………………………………………  Date: …………………………………………<br>Head Teacher: □ YES □ NO  Signature: …………………………………………  Date: …………………………………………<br><br>New Submission Date: ………………………………………… (if granted)<br><br>Copy to: □ Head Teacher; □ HT Welfare, □ Student File, □ Student Copy □ Noted Central
MEETING REQUIREMENTS FOR 
THE AWARD OF THE HIGHER SCHOOL CERTIFICATE

~ Course completion Criteria ~

YOU need to show evidence of ...

(a) following the course developed by the Board of Studies;

(b) applied yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and

(c) achieving the course outcomes.

ATTENDANCE - 85% or more

✓ 85% or more attendance rate.
✓ Full day absences = expectation of a parent note and doctor's certificate.
✓ Late to school = note from parent with a valid reason.
✓ Leaving school early = note from parents with a valid reason.

✓ In each of your courses.
✓ The syllabus details.
✓ The content or information of classwork.
✓ Completed all classwork and assessments.

✓ Diligence means hard work and applying yourself to all of your work all of the time.
✓ Sustained effort means keeping working continuously.
✓ Set tasks = class work, activities and assessments.
✓ Experiences = excursions and all activities.
✓ Attending all classes

✓ Following the teachers’ guidance in what is required in the course.
✓ Succeed in completing classwork.
✓ Completing assessments, tests and examinations successfully.

Do you meet these requirements?