

ASSIGNMENT POLICY

Rationale	Assignments and projects are an integral part of the education process. Assignments assist students to develop organisational skills, self-discipline techniques and research skills.
Policy	St John's community can be assured that assignment processes are solidly based on the school's fundamental values, especially fairness for all, and concern for the development of each student's gifts.
Values and Principles	Assignments should strive to determine the extent to which the student's gifts have been discovered and developed through the school curriculum. Justice for all is a pre-eminent value. Other values which are encouraged include our school values of Respect, Compassion and Excellence.

<p>Guidelines</p>	<p>The nature, length and frequency of assignments will be determined by the requirements of the curriculum.</p> <p>Assignments should be balanced over the semester and due regard should be given to the demands of other subjects. This is achieved through the use of a common assessment calendar visible to all teachers to allow for a balanced distribution of assessment.</p> <p>Assignments should be submitted to the Deans of Curriculum or the Assistant Principal Curriculum to ensure that a balance is maintained in the teaching area and that justice is done to students, especially those who are in assignment-heavy courses.</p> <p>Assignments will bear a close relationship to the subject matter taught.</p> <p>Students should be taught how to complete assignments and the correct method of information retrieval and referencing.</p> <p>Criteria for assessing assignments should be available to students before they begin their work.</p> <p>Fair and just methods will be devised for dealing with situations where students are legitimately absent from assignment tasks or who have been legitimately disadvantaged by prolonged absence prior to an assignment.</p> <p>Punctuality of submission of assignment tasks is incumbent on each student.</p> <p>Feedback on assignments should be provided to students within a reasonable time frame. Feedback to all students can be progressive on a pre-determined, consistent basis, by creating a set of cloud-based documents that are accessible online at all times or by progressive written or verbal feedback.</p> <p>Feedback on assignments should be returned to all students at the same time.</p> <p>Plagiarising and cheating are unacceptable and warrant appropriate consequences. At the drafting stage, any plagiarism will be highlighted and feedback given. Any plagiarism in the final copy will not be marked as part of the assignment.</p>
<p>Procedures for Assignment Policy</p>	<p>Constant monitoring of student progress will be made. Class time can be allocated in the work programs to provide students with opportunities to work on the assignment with teacher assistance. Class time allocated will vary according to year level and student needs.</p> <p>Adequate resources should be available for students. Alternatives sources of information should be made to those students with little or no internet connection at home. If necessary, ask the librarian to organise loans of books or other materials relevant to the subject to enable maximum and just access by all students.</p>

	<p>Copies of 7-12 assignments/projects should be given to the Deans of Curriculum or the Assistant Principal Curriculum at least three days before the assignment is given to the students. A digital copy must be saved on the school network.</p> <p>Advise students that assignments must be their own work and must be presented by the due date. Years 7-12 teachers may grant extensions to the due date for exceptional circumstances only, e.g. prolonged illness supported by medical certificate, or through parental communication, absence due to bereavement or other special circumstances.</p> <p>Hardcopy drafts and final assessments are to be placed in the 'Assignment Box' by 3pm on the day they are due. Emailed draft and final assessments are to be emailed by 3pm on the day they are due. Alternately subject teachers can collect draft and final copies during their lesson on the day it is due.</p> <p>Students in Years 7-12 who fail to submit a draft assessment by the due date will be made to work on their assignment during a single allocated break, in an allocated room the following day. The work produced in that session will be the work that is given draft feedback by the subject teacher concerned.</p> <p>The following features must appear on the front page of each assignment</p> <ul style="list-style-type: none"> Assessment conditions such as length, structure, time allocation Specific dates for presentation of drafts and final copy Weighting or marks allocated Content Descriptors Modifications
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EFFECTIVE DATE: Term 1 2018
REVIEW DATE: This policy will be reviewed in Term 4 2018, or sooner, if so determined.
REVIEWED: Term 2, 2011 Term 2, 2013 and Term 3, 2014, Term 1, 2018