# Assignment Guidelines & Processes

## OUR FOCUS

Our goal is to help students master the techniques required to plan, process and finish assignments, which are quality pieces of work and are handed in on time.

## Student Assignments

- Assignments are a very important part of secondary education.

- All subjects have assignments which make up some, or all, of the assessment.

- Most assignments are researched-based, designed to enhance the development of the life-long learner through in depth study of topics, improved time management skills and increasing the level of student ownership of the education process.

- Teachers will provide time during class, to plan and discuss an assignment and will also model the process of writing or preparing an assignment.

- Students are given an appropriate amount of time to plan, research/process and complete the final piece of work for assessment dependent on the subject.

- The onus is on the student to complete the majority of the task outside of the structured learning environment.

## Background

### QSA Policy

This policy is developed from the principles of the Queensland Studies Authority (QSA) policy: Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered Subjects.

### Develop through consultation

This policy is based on feedback from parents and teachers about the need to have early warning when a student is experiencing difficulty in completing an assignment. It provides an opportunity for teachers to ensure students are on track to complete assignments before the due date, to help them to submit on time and to seek extensions when necessary.

## Elements of Assignment Policy

### Assignment Task and Criteria Sheet

Every assignment task will be handed to students accompanied by assessment criteria outlining what is being assessed. Each *Assignment Task* and *Criteria Sheet* will have the *Date Issued*, the *Checkpoint Date* and the *Due Date.* It will clearly list what is required on the *Checkpoint Date*.

### The Checkpoint

The C*heckpoint* provides early warning of students making insufficient progress towards the completion of an assignment. The nature of the *Checkpoint* will be outlined on the *Assignment Task* and *Criteria Sheet*. Some extended projects may have a number of Checkpoints.

The *Checkpoint* will demonstrate that the student has made an effective start on the assignment and has completed a **significant amount** of the work required. If the student has not shown sufficient

progress to the teacher by the *Checkpoint Date*, he/she will be asked to undertake this work with teacher support. In line with the educational partnership between HSC and parents we would encourage you to be in dialogue with your student regarding assignments, C*heckpoints* and *Due Dates.*

### Due Date

The student is expected to submit the assignment on this date **unless an extension has been obtained.** If the student does not submit the assignment on the *Due Date,* the *Checkpoint* will be considered as the assignment submission along with notes, drafts, plans and whatever else the student has completed. Students must meet deadlines. If the student is not at school on the due date arrangements will need to be made, where possible, to deliver the assignment to the College office by 9am. Students who do not submit assignments on the *Due Date* will likely achieve results below their ability level, unless an Extension has been granted.

### Extensions

Assignment Extension Forms can be accessed through Parent Lounge or obtained from the College office. Extensions are granted at the discretion of the Head of Department. Extensions should be requested on the appropriate form through the subject teacher where possible **before** the *Due Date*.

## Overview and Summary

In summary, here are some strategies which may assist your student to meet the requirements of assignments.

- Ensure your student is the author of the assignment and it does not contain work written by others (Plagiarism).

- The Assessment Calendar on the College website can be used to check *Due Dates*, *Checkpoints* and *Assignment loads.*

- Students may need encouragement to seek assistance from teachers or librarians when they are unsure.

- Discuss requirements of *Checkpoints* and final assessments that are listed on the *Assignment Task* and *Criteria Sheet* to see that students clearly understand what they need to do.

- Subject teachers may require a copy of work to date at the *Checkpoint*. A copy may be needed rather than the original so they can continue working.

- Encourage students to anticipate special circumstances when an extension might be needed and assist them to complete the application if necessary. It is the responsibility of the student to make arrangements for extensions unless this is not possible.

- Finally, do help to impress upon students that the completed work must be presented on the *Due Date*, unless an extension has been sought and approved by the Head of Department.

*Through this process we hope to further strengthen our partnership with parents to ensure the best learning outcomes for the students.*