



HAMILTON CHRISTIAN SCHOOL

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2020 Year 10 -13 Student Assessment Expectations

1. Late Work:

- (a) Students will be kept informed of timing and extent of assessments. No less than one week's warning will be given of deadlines, and teachers recognise that a reasonable amount of time needs to be given for work to be completed.
- (b)
- i. If a student knows he/she will not be able to meet a deadline, for unavoidable reasons, he/she must arrange with the teacher concerned an alternative date as soon as possible. Extensions must be requested, in writing, at least 24 hours before the deadline.
 - ii. If an assessment is late because of illness, a doctor's note must accompany the work.
 - iii. If work is late because of some other legitimate, unforeseen event, then a letter from the parent/guardian must accompany the work.
 - iv. If work is late and none of the above applies, then a 'not assessed' result will be recorded.
 - v. Computer difficulties are not considered an acceptable excuse for late work. Neither is time absent from school for family, social or sporting reasons.
 - vi. Even if a student misses a deadline, and so becomes ineligible for achievement, he/she will still be expected to complete the work.
 - vii. Resubmissions are at the discretion of the teacher.
- (c) See the Student Handbook for more details.

2. Breach of Rules (Including plagiarism, cheating in tests, copying):

Although copying is cheating, there are times during internal assessment activities where group work and inter-learner consultation are appropriate. There can be a fine line between consulting and copying. Where a teacher judges that copying or inappropriate consultation has occurred, he/she will take whatever steps he/she finds necessary to establish the facts.

[Often the best approach is to confront the two learners with the similar work, and the two learners may plea-bargain. Honest learners will agree on who did what, and conclusions can be drawn to the satisfaction of all].

Students are required to confirm that work undertaken towards an assessment is their own. To this end they are required to sign any unsupervised work, indicating that their work is not copied or taken from any other sources outside those allowed by their teacher.

In-class work is monitored by the teacher and doesn't require such action. Teachers may monitor in-class work by means such as milestone-check boxes on the student instruction sheet for project assessments and sign off the project at, say, the brief, design, first draft, layout, and final draft stages. Teachers may read and comment on journals, drafts or workbooks, initialling work they are sure is the student's own.

Please complete overleaf

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PLEASE COMPLETE AND RETURN THIS FORM

There is one form per family for Year 10-13 students. Please could each student in those year levels read and sign this form. Parents are also required to sign and acknowledge these expectations.

We have read the attached information and agree to comply with the rules set out therein.

Student's First Name	Student's Signature	Year level 2020
Parent's name: _____ Signature: _____		
All students from Year 10 to 13 in the same family are required to sign this form.	_____ Family Surname	