

# Assessment Procedures

## The Purpose of this Document

The Guide to Year 9 Assessment has been developed to help students plan and prepare for assessments in order to maximise their learning. The document is a guide to the timing and type of assessments that will be used to meet the outcomes of each Year 9 course. Assessments can take many forms and students should use their results and feedback from their teacher to help them revise and improve their future assessment planning and preparation. It is the expectation of the school that all students will take responsibility for their learning in order to aim for excellence in each year they are enrolled at GRC Peakhurst Campus.

This document is also a guide for parents and carers to help them support their child throughout the year. It is important that parents and carers ask their child for the specific assessment notification that will be provided prior to all assessment tasks. The specific assessment notification will also be available on the school's web site once issued to the students.

Assessments and homework are seen as a valuable part of schooling. They allow for practising, extending and consolidating work done in class. They provide training for students in planning and organising time and develop a range of skills in identifying and using information resources. Additionally, they establish habits of study, concentration and self-discipline which are important life long skills.

## Late Submission of Assessment Tasks

Apart from exceptional circumstances, all work must be submitted on time. If a student knows that they will be absent on the due date of the task, they must submit the task before the due date. Any task submitted after the due date will be issued a zero mark unless appropriate documentation such as a Doctors Certificate is provided. For group, speaking and practical tasks, refer to the specific assessment notification for the task. Submission of such tasks will be considered on their merit. Computer or printer failure will not be accepted as an excuse for late submission of an assessment task.

**If a zero mark is given, assessment tasks will still be required for submission in order to satisfy course outcomes.**

## Plagiarism

Plagiarism is unacceptable in all forms. Students found to be plagiarising will receive zero marks. All work must be put into your own words. Cutting and pasting from any source, including the internet, is considered a form of plagiarism unless it is referenced correctly in the assessment task.

### **Plagiarism**

'The imitation or use of another's ideas and manner of expressing them to be passed off as one's own.'

*Source: Macquarie Concise Dictionary – 3<sup>rd</sup> edition.*

**Any student giving their original work to another student to plagiarise, may incur a zero mark.**

I \_\_\_\_\_ of roll class \_\_\_\_\_ have read the information contained in the assessment booklet and understand my responsibilities to complete and hand in all assessments on or before the due date.

Student Signature: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_ I acknowledge the receipt of the assessment booklet and understand the responsibilities that my child has with respect to the completion and submission of assessment tasks.

Parent Signature: \_\_\_\_\_

*\* Please return this signed page to your Year 9 Adviser – Mrs Talevski \**