

HOXTON PARK HIGH SCHOOL

ASSESSMENT TASK COVER SHEET

All assessment tasks must be submitted with this completed and attached *Assessment Task Cover Sheet* to their teacher, or another teacher of that faculty.

Students must:

- submit all assessment tasks **on or before the due date**.
- **attend school for the whole day** on the date a task is due. Students cannot be deemed to have gained an advantage through absence from school to work on a task and then submit the task before the end of the day.
- **retain a signed receipt** ('Part B' of this form) as **proof of submission**.

Failure to complete/submit an assessment task on the due date and time will result in a ZERO (0) mark and an N Determination Warning letter issued.

All applications for an extension of time should be in writing prior to the due date of submission of the assessment task as per the Hoxton Park High School Assessment Policy.

ASSESSMENT TASK COVER SHEET – PART A *(To be securely attached to the Assessment Task)*

STUDENT'S NAME:

SUBJECT: CLASS:

CLASS TEACHER:

ASSESSMENT TITLE:

DUE DATE:/...../..... DATE SUBMITTED:/...../.....

Statement of Originality:

The work contained in this assessment, other than that specifically referenced to another source, is my own work. I declare that it contains no material that has been previously published or written by another person.

student

Signature:

MEMBER OF STAFF: SIGNED:

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ASSESSMENT TASK COVER SHEET – PART B

(Once a staff member has received & signed for the Assessment Task, the student retains this as a receipt)

STUDENT'S NAME:

SUBJECT: CLASS:

CLASS TEACHER:

ASSESSMENT TITLE:

DUE DATE:/...../..... DATE SUBMITTED:/...../.....

MEMBER OF STAFF: SIGNED:

Student Non Attendance

The Principal may determine that as a result of absence the course completion criteria may not be met. The Principal through the Senior Review Panel will give students early warning of the consequences of such absences. It will be up to the student to show that they have satisfied the requirements of the course. It is the policy of this school to expect excellence attendance, with a minimum of 85% attendance decreed as necessary to complete course work.

Granting of Leave

Granting of leave is a matter for the individual school Principal to determine. The Principal has discretion in granting leave provided that he/she is satisfied that the reason for the absence is substantial and that the progress of the student towards course outcomes will not be unduly affected.

Where the period of leave requested is extensive, the student must demonstrate to the Principal that outcomes in each course will be achieved.

Educational progress can be ensured by a variety of means, including assignments set by the school, tuition or private study, attendance at another school, correspondences lessons and catching up.

Malpractice

If a student is found to be involved in malpractice the Principal may award a zero mark for the assessment task. Plagiarism in assignments may be regarded as malpractice. Disciplinary action may also be taken by the Principal.

Senior Review Panel

When a student is interviewed by the Senior Review Panel, the Senior Review Panel will:

- Clearly outline the options available and consequences
- Establish a student contract
- Inform parents of the situation in writing
- Direct a parent interview if needed with the appropriate school personnel

Reporting

The Year 10 half year report will show an assessment grade. If a student has not satisfied requirements, an N will be placed in these boxes on the report.

The final report will also show an assessment grade. An N will be placed in these boxes instead of a grade if the student has not satisfied the requirements of the course.

N Awards

If a student does not satisfy the completion criteria for a course the student will receive an N Award for that course. If at any time the student is at risk of being given an N award in any course the student will be warned as soon as possible and the parent/guardians advised in writing. The warning will be given in time for the problem to be corrected.