Assessment Procedure
Step One: Receive the Task

- Teacher hands out Assessment Task (minimum 2 weeks prior to the task)
- Write the **due date** in your **diary** immediately
- Go through the task (in class) - opportunity to clarify any uncertainty
- Read the task again by yourself at home and write down any questions you are unsure of. Ask your teacher the next lesson (NOT THE DAY BEFORE!)
Step Two: Work on the task each night

- Each night you should work on a segment of your assessment task. Do not leave the task to the last minute.

- You should be writing in which section you will be working on each night.
Step Two: Work on the task each night

- Each night parts of the task must be completed
- Do not leave it to the last minute as complications may arise (not understand a component or technical problems)
- Remember you can not expect teachers to be available when you need them (after hours). You can not expect a teacher to reply to an email out of school hours
- If your own “hard copy” of a task/notification, you will be able to access an electronic version via google sites (accessed through College website) in order to print off another one.
Step Three: Organise ALL your tasks in your diary

- Access your assessment calendar online to plan ahead and organise yourself
Step Three: Organise ALL your tasks in your diary

- Click on the year 7 assessment calendar to view all the upcoming assessment tasks.
Step Four: Submit your task

- Any problems with being able to submit a task on time must be brought to your class teacher’s/KLA Coordinator’s attention before it is due.

- All students are expected to submit the task on the DUE DATE. Technical problems are NOT an excuse. Organise yourself.

- If you are not at school on the day that an assessment task is due, you must provide appropriate documentation, which verifies your absence, i.e. a note from a parent/guardian.

- Submission instructions for tasks are given on the cover sheet. This sheet must be signed and handed up, along with the marking criteria, on the day a task is due.

- The consequence here is a reduction of 20% per day of the maximum mark. The failure to complete this task on time will be indicated on your College report. If the assessment task has not been submitted after five school days an afternoon detention will be issued.

- Any instances of plagiarism or non-serious attempts will be treated in exactly the same manner.