



BRIGIDINE COLLEGE

A Kildare Ministries school in the Brigidine tradition

ASSESSMENT POLICY

RATIONALE

Brigidine College is committed to an educational philosophy that encourages all students to challenge themselves to personal excellence. The Brigidine College Assessment Policy has been devised in accordance with the College's ethos and mission and 'we commit ourselves to the education and empowerment of young women within the framework and challenge of Catholic philosophy.'

An assessment policy must provide a framework which ensures justice and equity for all students. Assessment incorporates all measures used by the College to determine student performance. Assessment policy and procedures employed by the College are in accordance with the policies and requirements set down by the relevant peak educational legislative body the Queensland Curriculum & Assessment Authority.

At all times, decisions related to assessment matters will be based on the professional discretion of the class teachers and the relevant Curriculum Leader, while always ensuring compliance with the principles of assessment of Brigidine College and the Queensland Curriculum & Assessment Authority.

PURPOSES

- (a) To provide staff, students and parents with relevant information on matters pertaining to assessment.
- (b) To ensure that assessment procedures are clear and just for all students.
- (c) To ensure adherence to all policies and procedures of the Queensland Curriculum & Assessment Authority.

GUIDELINES

- (a) Current assessment information is communicated to the College community by means of Parent Evenings, Year Level Meetings and College communications including SEQTA and the newsletter.
- (b) Assessment requirements are communicated to the College community by means of the College's Learning Management System – SEQTA Learn (students) and SEQTA Engage (parents)
- (c) Student performance is communicated to parents and students through SEQTA Learn (students) and SEQTA Engage (parents) –
 - continuously (after each assessment item); and
 - at the end of each semester by the College Reports.
- (d) Special Provision is given to students for documented illness and/or family trauma, to ensure that the principles of justice and equity apply. This is carried out in accordance with Queensland Curriculum & Assessment Authority policy.



SUPPORTING DOCUMENTS

[QCAA - Special provisions policy for school-based assessment in Authority and Authority-registered subjects](#)

[QCAA - Student late and non-submission policy statement](#)

[QCAA - Strategies for authenticating student work for learning and assessment \(PDF, 35 kB\)](#)

[Strategies for authenticating student work for learning and assessment](#)

CONCLUSION

Brigidine College is committed to ensuring equity and justice for all students in the management of assessment practices and procedures.



CONTENTS

1.	Assessment	4
	Assessment Information for Students.....	4
2.	Examinations.....	5
	Years 11 & 12	5
	Years 7 - 10.....	5
	Examination Procedures.....	5
	Cheating	6
3.	Assignments	6
	Drafts	7
	Final.....	7
	Orals and Practical Assessment.....	7
	Extensions	8
	Non-submission by Due Date	8
	Plagiarism.....	11
4.	Illness and Absenteeism	12
	Examinations.....	13
	Assignments	13
5.	Special Provision.....	15
6.	Leave from School.....	16
	Appendix	17

1. ASSESSMENT

Assessment is defined by the Queensland Curriculum & Assessment Authority as “the process of identifying, gathering and interpreting information about a student’s learning”.

Assessment is an integral part of the teaching and learning program, across all year levels. Assessment tasks should be relevant and authentic to a student’s learning. Assessment at all year levels is criteria based and is aligned with relevant national and state assessment standards. The Queensland Curriculum & Assessment Authority state that the major purposes of the assessment program are to:

- improve teaching;
- help students achieve the highest standards they can within their own capabilities;
- provide meaningful reports to parents/carers on students' achievements.

Curriculum Leaders are responsible for monitoring and reviewing all assessment items for their departments. The writing and creating of assessment items is expected to be done collaboratively with staff in each department. Curriculum Leaders will also manage the assessment program across each year level within the department.

Assessment may be either **Formative** or **Summative**. Formative assessment may contribute towards school reporting. Summative assessment, in the Senior School contributes towards the Queensland Certificate of Education, and a student’s Overall Position (OP) or Tertiary Selection Rank. Student’s exit level of achievement for each subject is judged, according to a set of criteria, regarding the exit level of achievement.

All assessment items must be completed to a level that is deemed to be satisfactory by the subject teacher and the respective Curriculum Leader. Any response deemed unsatisfactory must be re-done.

Students will be required to finalise incomplete assessment items in their own time at the College e.g. after school, during examination blocks or on pupil free days. Parents will be notified accordingly.

ASSESSMENT INFORMATION FOR STUDENTS

Each student:

- can view a course overview and details of forms of assessment and due dates in SEQTA for each subject.
- is given written notice of assignment topics including the task outline, criteria sheet and due date, at least 2 weeks prior to the due date.

Students must take responsibility for organising and structuring their learning to have assessment items completed according to instructions and submitted by the due dates. Students are expected to complete all assessment items during a course of study.

While the College aims to ensure that no student has more than two pieces of assessment due on any one day, or that no more than two written or non-written summative test instruments are held on any one day, past experience has shown that this is not always possible. As students are given sufficient notification and planning time for assessment items, it is important for them to develop their own time management skills to meet the requirements of all their subjects.



2. EXAMINATIONS

Examinations will occur throughout each Term, in class time. There may also be designated times at the end of each Term for longer examinations and multiple classes.

YEARS 11 & 12

Examination blocks are designated in the school calendar. Years 11 & 12 have an examination block at the end of each semester and are not required to be at school when they do not have an examination, unless otherwise indicated. There may also be a mid-semester examination block at the end of Terms 1 and 3.

The starting date for each Examination block will be confirmed once an examination schedule is prepared each Term.

YEARS 7 - 10

There may be an allotted examination schedule at the end of each Term, in which examinations of a longer length are held. Normal classes take place around these examinations.

EXAMINATION PROCEDURES

1. Students must present their student card for each examination.
2. Students are expected to follow the supervisor's instructions at all times.
3. Students are to have a clear container to hold their examination equipment:
 - a. Water bottles, with labels removed are allowed.
 - b. Lollies and food are not permitted unless the student has a recognised medical condition such as diabetes.
 - c. Students are not permitted to bring scrap paper into an examination. If scrap paper is required this will be determined by the respective Curriculum Leader/teacher and supplied with the test paper.
4. Mobile phones and smart watches must not be brought into an examination room. If students are unable to secure their phone in a locker, they must place mobile phones (switched off) on the desk at the front of the room. It is their responsibility to pick up their phone at the end.
5. Toilet breaks in examinations are to be discouraged unless absolutely necessary. Supervisors on an examination may, at their discretion, accompany a student to the toilet block.
6. Students must stay in the examination room for the entire allotted examination time, unless otherwise stated.
7. Students must leave their bags and valuable secured in their locker. Only examination equipment may be brought to the examination room.
8. All students should be dressed in full school uniform for all examinations.



CHEATING

Cheating includes behaviours such as, but not limited to: talking, passing notes, using unapproved notes or using a mobile phone, or other unapproved electronic device.

If a student is caught cheating:

- The supervising teacher must report this to the respective Curriculum Leader.
- The Curriculum Leader will conduct an investigation into the circumstances and impact of this cheating.
- Parents will be contacted to inform them of the process and consequences that have been applied.
- Students will not be given credit for any response which are deemed to have been impacted on by this cheating.
- The examination may be considered to be an incomplete piece of assessment, which may mean that the student has insufficient assessment to be given credit for the semester's work.
- A report of the incident will be given to the Deputy Principal Curriculum.
- Appropriate consequences will be applied to the student and they may be required to complete a similar examination.

Excursions or guest speakers that take time from other classes should not be held in the two weeks prior to an examination block, unless there are extenuating circumstances.

3. ASSIGNMENTS

Throughout each semester students will have assignments. Assignments may take many forms and may include some of the following types of assessment items:

- Research assignments
 - Oral presentations
 - Group performances
 - Multimodal projects
 - Practical assessment
 - Practical investigations
- Students will receive the assignment task and criteria sheet at the commencement of the assignment. This will clearly outline the expectations, requirements and the assessment criteria. The class teacher will ensure that students understand the requirements of the assessment task.
 - Progressive deadlines will be built into the assignment for students to complete.
 - It is expected that students are able to demonstrate evidence of progression with the assessment task (e.g. learning log, drafts, dated documents, electronic submissions, scripts, etc...)
 - Technological breakdown, which include computer malfunctions, USB problems, printer or printing problems or loss of electronic work due to a lack of backup, cannot be used as a reason for late submission of work or for extension requests.
 - It is the student's responsibility to maintain backups when completing assignments. It is recommended that at least one copy is always kept on the student's One Drive, the student's H: drive and that a back-up is made. Students are also recommended to print working documents on a regular basis.



- Assignments will not be due in the week prior to examination blocks. The exception is subjects that do not have a scheduled block examination. In this case, assignments may be handed in on a nominated day, time and room during the examination block.

DRAFTS

Drafting of assignments is an important part of the assignment process.

- Most assignments will have a draft or work-in-progress due date.
- All drafts should be considered to be a non-polished version of the final assignment, which will be outlined on the task requirements. If it does not meet the task requirement, it is considered to be a non-submit.
- All students are required to ensure that they meet the conditions of completing the draft by the due date, which may include one or more of the following:
 - Upload to Turn-It-In
 - Upload to SEQTA
 - Upload to the Student drive
 - Hand in a hard copy in class

Electronic uploads must be completed by 8.30 am on a due date. Students are recommended to upload assessment items the previous evening to avoid any problems on the morning of the due date.

If a student is ill or absent on the due date of a draft, they must follow the guidelines outlined in the illness/absentee section of the policy.

FINAL

Students must abide by the following guidelines for all assignments:

- Students must submit assignments by the due date.
 - All electronic copies of the assignment must be uploaded by 8.30 am on the due date (*students are recommended to upload assessment items the previous evening to avoid any problems on the morning of the due date.*).
 - The hard copy must be handed in during the lesson on the due date, or in the closest lesson to the due date.
- A hard copy, including the criteria sheet, must be submitted, unless otherwise stated.
- Students must ensure that they have submitted all required elements of the assignment.
- It is recommended that students keep their own printed copy, as well as a computer back-up of their work. This will provide security against damage or loss of the submitted copy.
- If a student is ill or absent on the due date of an assignment, they must follow the guidelines outlined in the illness/absentee section of the policy.

ORALS AND PRACTICAL ASSESSMENT

- Orals or practical assessment may occur at any time, throughout each semester. These are usually individual or small group presentations or performances.



- All students in a particular class must be prepared to present their oral or practical performance on the due date for the task, or on any subsequent day as required by the class teacher.
- Students will be expected to submit written supporting material, including scripts, for all oral and non-written assessment tasks **on the due date**.
- Other supporting evidence may be required such as a video or audio tape of student performances.
- In some cases, particularly in Year 11 & 12, assessment may be conducted after school or during lunch breaks to minimise the loss of class time.
- If a student is ill or absent on the due date of an oral or practical assessment item, they must follow the guidelines outlined in the illness/absentee section of the policy.
 - Where possible, group assessment will go ahead and alternative arrangements will be made for the absent student.
- Students are not to record oral or practical assessment on personal recording devices, unless directed by a teacher.

EXTENSIONS

There can be extenuating circumstances that prevent a student from completing pieces of assessment by the due date. A student may apply for an extension of time conditions for an assignment where there has been illness, personal or family issues affecting the student's progress, but which are not significant enough to apply for Special Provision.

- A Request for Amendment to Conditions form should be downloaded from the Assessment and Study Portal on SEQTA.
- The student should inform the teacher of the circumstances and should approach their Curriculum Leader if they require an extension prior to the due date of the assignment. This should be done as far in advance of the due date as possible.
- If a student has a prolonged illness, a parent/guardian can telephone to arrange an extension. A medical certificate must be submitted with the assignment on/by the extension date. If the illness has impacted on a number of assessment items please contact the Middle Years Program Leader (Year 7-9) or the Senior Years Program Leader (Year 10-12), who will assist to manage the student's assessment.
- The Curriculum Leader and the respective class teacher will then determine the merit of the request and the length of the extension granted.
- Any approved extension must not alter the conditions of assessment by more than 20%. For example extensions of time for completion of an assignment may not exceed the overall time for the assignment by more than 20%.
- Documentation regarding the amendment will be made in SEQTA.

NON-SUBMISSION BY DUE DATE

DRAFT

If the student fails to hand in an appropriate draft by the due date the following procedures will apply:

- the subject teacher or Curriculum Leader will contact (phone call or e-mail) the parents;



- the student will be required to attend an after-school detention on a designated day (Year 9 – 12) or a lunch time Academic Support session (Year 7 -8) and the draft copy of the assignment must be handed in by the end of this time, if it has not already been completed;
- there may be no feedback given to the student on the draft.

Documentation regarding the amendment will be made in SEQTA.

FINAL COPY OF ASSIGNMENT

Should a student fail to submit or complete an assignment task (all conditions of the assignment task must be met, including submission through Turn-It-In, if this is a requirement of the assignment) at the arranged time on the due date, then it is deemed to be a non-submission, unless:

- an application for extension has been approved by the Curriculum Leader;
- the appropriate processes have been followed for illness or absenteeism;
- an application has been made for Special Provision.

If the student fails to hand in the assignment by the due date the following procedures will apply:

- the subject teacher or Curriculum Leader will contact (phone call, e-mail or letter) the parents;
- student will be required to attend an after-school detention on a designated day (Year 9 – 12) or a lunch time Academic Support session (Year 7 -8);
- the teacher will grade the draft copy of the student's work in progress where appropriate, and this will be used to award a grade.

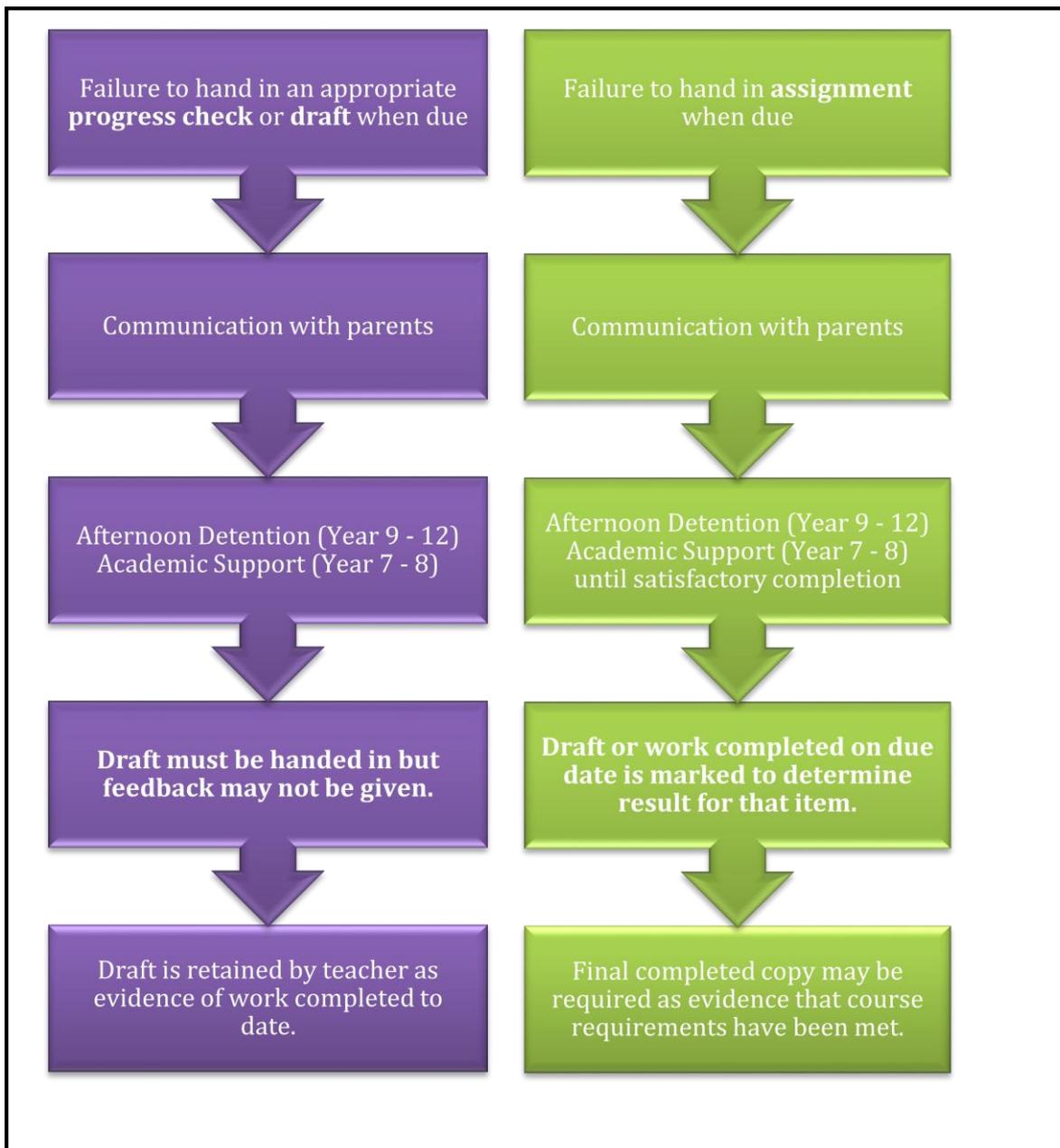
If the student does not meet a minor requirement regarding the submission of the assessment item, the teacher, in consultation with the Curriculum Leader may issue the student with a lunch time Academic Support session, and the assignment will be assessed as normal.

In accordance with QCAA policy, any task submitted late, without valid documentation, will not be graded for assessment.

Where students have not submitted the required assessment in a semester, they may have insufficient assessment to be given credit for the semester's work.

Documentation regarding the amendment will be made in SEQTA.

CONSEQUENCES OF NON-SUBMISSION OF ASSESSMENT – FLOWCHART



Students who demonstrate a persistent lack of commitment to their academic responsibilities will be required to attend an interview after school with their parents. The interview will be conducted by the Deputy Principal Curriculum. The Curriculum Leader and/or Pastoral Leader and/or Deputy Principal Pastoral may be called upon to be present at the interview. The breach of College policies and subsequent consequences will be determined and communicated to relevant staff.



PLAGIARISM

Brigidine College is committed to the achievement of academic excellence and the fostering of civil and social responsibility in our students. Part of this process is recognising the intellectual property rights of others, and accepting that the act of plagiarism is academic dishonesty as well as an ethical offence which undermines a trusting educational environment and impedes students' personal growth and development. A student who plagiarises is dishonest with their teacher, their peers and themselves. Brigidine College wishes all students and parents to know that plagiarism is NOT acceptable behaviour at this school.

All students are expected to adhere to the highest standards of honesty and integrity in their work. Submissions to teachers must be original, or respect the intellectual contributions of others through correct referencing. Any violations of this policy will have serious consequences.

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. The original source of work may be written, oral or electronic, and includes copying and pasting from the internet.

This can include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing;
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works;
- using another person's ideas, work or research data without appropriate acknowledgment;
- copying computer files in whole or in part without indicating their origin;
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research.

(<http://www.griffith.edu.au/>)

In assessment tasks, where there is clear evidence of plagiarism, where substantial parts of the assignments are drawn from unacknowledged sources or completed by someone other than the student, then the student may be faced with academic dishonesty.

- If plagiarism is clearly evident throughout the assignment then the work may be considered a non-submission, which means that the student may have insufficient assessment to be given credit for the semester's work.
- If plagiarism has only occurred in some sections of the assignment, these sections may not be graded. The final grade may be based only on the sections of the assignment, which were the student's authentic work. A notation advising of plagiarism signed by the Curriculum Leader will be attached to the respective response in the student's subject folio.
- Students who submit plagiarised work may also be given an after-school detention and will be expected to re-do the plagiarised sections. Work completed during this time will not be taken into consideration when awarding a final grade.



AUTHENTICITY OF WORK

Authenticity of a student's work can be observed through a number of strategies, which include the following:

- teachers seeing plans and drafts of student work, which the final piece of work is clearly derived from;
- student production of and maintenance of documentation of the development of the responses;
- student acknowledgment of resources used;
- submitting work through Turn-It-In;
- observation of students working on practical tasks for a significant amount of time;
- reflective journals;
- questioning a student about an assignment and the processes used as part of the assignment or to explain their ideas.

4. ILLNESS AND ABSENTEEISM

If a student is ill on:

- the day of an examination;
- the day an assessment task, including practical or oral assessment is scheduled;
- or the day a draft is scheduled or due; then

a parent must contact the respective subject teacher (Year 7 – 10) or the respective Curriculum Leader (Year 11 – 12) immediately to advise of the student absence and to organise an alternative time to complete the task or to hand the task in.

- If the student is in Year 11 or 12 a medical certificate must be presented to the Curriculum Leader who will attach it, together with their approval for changed assessment conditions, onto the student's completed task to be included in the student's subject assessment folio.
- If the student is in Year 7 – 10 a signed and dated note from the parent/carer or a medical certificate must be presented to the Curriculum Leader who will attach it, together with their approval for changed assessment conditions, onto the student's completed task to be included in the student's subject assessment folio. Alternatively, the documentation and a notation could be made in SEQTA.
- If a student is unable to complete a practical piece of assessment for a prolonged period of time due to illness or injury, contact must be made with the Curriculum Leader and a medical certificate must be obtained.
- Failure to produce a medical certificate (Year 11 – 12) or a note (Year 7 – 10) will mean that a student is absent, without cause, on the day and therefore receives no credit for that particular piece of assessment, which may mean that the student may have insufficient assessment to be given credit for the semester's work.
- Repeated absences on due dates for students in Years 7 - 10, will be monitored by the respective teacher, Curriculum Leader and Deputy Principal Curriculum. Students who develop a record of absences on assessment test dates and due dates will be required to substantiate those and further absences by a medical certificate.
- Medical certificates will only be accepted from a doctor who is not a relative.



- Any student who participates in a Vocational Education and Training program is expected to take responsibility for making appropriate arrangements for examinations and assessment if they will be absent from school, when assessment is scheduled.

EXAMINATIONS

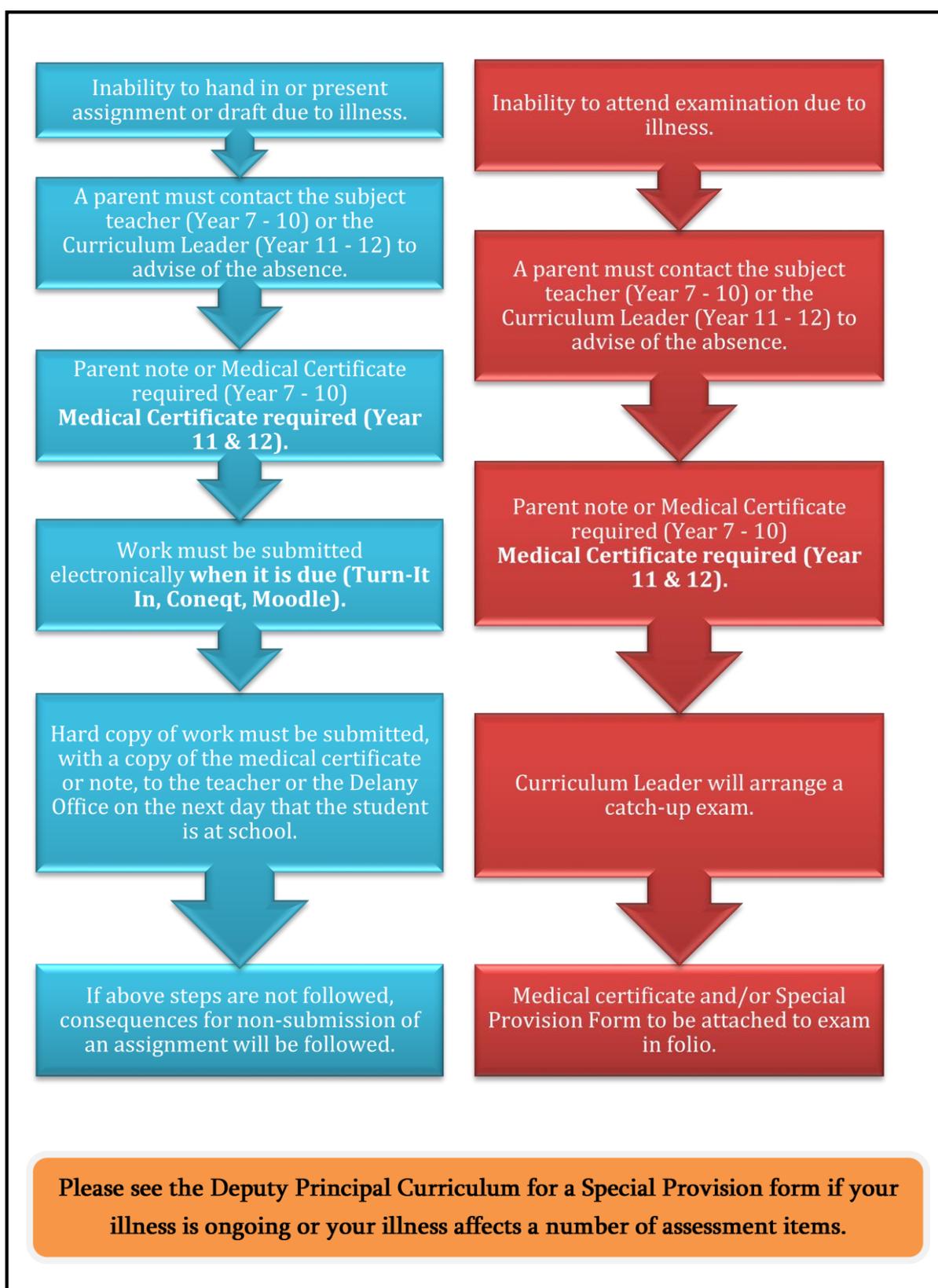
- When a student is absent from school on the day of an examination, a catch-up examination will be arranged. The catch-up examination may occur after school to minimise the time that the student is absent from class.

ASSIGNMENTS

- When a student is absent from school on the day an assignment is due, they must:
 - submit the assignment electronically, **when it is due**, if a hard copy is unable to be handed in at the due time;
 - a hard copy may be presented at the Delany office, where a receipt will be issued to acknowledge the submission. If this is not possible, please discuss this with the subject teacher, when you notify them;
 - hand in a hard copy of the assignment together with the appropriate documentation (Medical Certificate Yr 11 & 12; Parent letter Yr 7 - 10) to the subject teacher (or the Delany reception if the subject teacher is unavailable) by 9.00 am on the next day that the student is at school;
 - in the case of electronic copies, a time will be negotiated/directed by the teacher
 - in the case of presentation tasks, the student is responsible for seeing the teacher and making appropriate arrangements to complete the task at the earliest possible time



PROCEDURES TO FOLLOW DUE TO ILLNESS – FLOWCHART





5. SPECIAL PROVISION

The Queensland Curriculum & Assessment Authority states that ‘Special Provisions’ means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Generally this may mean the changing of assessment requirements and/or assessment conditions due to circumstances such as:

- English as a second language
- an identified learning difficulty
- long term illness, resulting in lengthy absenteeism e.g. two weeks or more of classes;
- long term illness that is debilitating and subsequently affects student performance;
- significant social/emotional issues as confirmed by the College Psychologist/Counsellor;
- difficulties in family circumstances as confirmed by Deputy Principal Pastoral, the Pastoral Leader or the College Psychologist/Counsellor;
- State and National sports representation.

Students with an identified learning difficulty or English as a Second Language are determined by the Learning Enhancement Centre (LEC) and are provided with Special Provision consistent with QCAA Guidelines - [Special provisions policy for school-based assessment in Authority and Authority-registered subjects](#). These students will be made known to teachers by the Learning Enhancement Department through SEQTA. This information is to be updated each semester. All teachers need to be aware of students with identified learning difficulties in their classes and cater to their needs when assessment is to be completed and levels of achievement (LOA) are to be determined.

The following guidelines should be considered when applying for Special Provision:

- Parents are responsible for communicating the nature of the problem to the Deputy Principal Curriculum.
- Where a student has missed considerable class time, which is followed by assessment for which she is present, Special Provision is determined by the Deputy Principal Curriculum in consultation with the respective Curriculum Leader.
- Illness in the days immediately preceding an assessment task or examination will generally not be grounds for a change of assessment conditions. Student preparation is expected to occur over time and should not be dependent on last minute preparation. Each application will be looked at separately and a decision will be based on the evidence of the work that the student has demonstrated in the classroom and through preparatory tasks, prior to the date of illness.
- Special Provision forms are to be collected from the Deputy Principal Curriculum and completed and signed by the student and a parent. These forms are to be presented to the Deputy Principal Curriculum with medical certificates and other supporting documentation attached in accordance with the requirements for “Illness and Absenteeism”.
- When Special Provision has been approved, a copy of the application forms and medical certificate is included in the student folio for each relevant subject.
- The student’s final results will be determined by the Curriculum Leader and the class teacher, in consultation with the Deputy Principal Curriculum, according to the assessment missed e.g. proportion of total assessment for the semester, nature of assessment item, the overview of the student’s performance in the semester and mandatory requirements of the syllabus. The student will not be penalised in cases of special provision.
- All matters pertaining to special provision are recorded by the Deputy Principal Curriculum.



6. LEAVE FROM SCHOOL

Students are expected to attend school from the first day of school to the last day of school each Term. Parents seeking leave from school for their daughter for sporting, cultural or family events must make a request in writing to the Principal.

CLASS WORK

- Teachers are not required to prepare work for students who will be absent from school due to family vacations.
- The responsibility must lie with your daughter to ensure that she speaks with teachers regarding how best to complete work missed, prior to her departure, where possible.

ASSESSMENT

- If a student misses assessment tasks due to leave, it is the student's responsibility to make arrangements for alternative assessment opportunities before she leaves, where possible, or upon her return.
- **No student may sit for an examination prior to the scheduled examination time, unless the circumstances meet Special Provision requirements.**
- Year 11 and 12 students who miss assessment due to family holidays taken in Term time must be aware that if appropriate alternative arrangements, complying with the Queensland Curriculum & Assessment Authority Guidelines cannot be made, then the student **will not receive credit** for the semester's work in the subject for which assessment was missed.
- Final decisions about appropriate dates for assessment will be determined by Program Leaders – Middle Years or Senior Years, in consultation with the relevant Curriculum Leader and the class teacher. This will generally be before (**except for examinations**) the scheduled date for the assessment item but will always aim to maintain the integrity of the particular assessment item.
- Students will not be exempted from any assessment items due to granted leave.

REVIEW

This policy will be reviewed at least every 3 years or as necessitated by legislation.

Assessment Policy revised and confirmed: February 18th, 2016
Ms Melissa Dever, Deputy Principal Curriculum



APPENDIX



BRIGIDINE COLLEGE

A Kildare Ministries school in the Brigidine tradition

REQUEST FOR AMENDMENT TO ASSESSMENT CONDITIONS

Date Year Level Student's Name

CONSIDERATION REQUESTED

Subject	Teacher	Assessment Instrument

Reason for Request *(NB: Supporting documentation from a doctor, counsellor or other appropriate person must accompany this request)*

Medical Certificate

Other Notification

Student's Signature Parent's Signature

Parent/Guardian's Name

OFFICE USE ONLY:	
Request Approved <input type="text"/>	Date <input type="text"/>
Alteration to Assessment Granted:	
<input type="text"/>	
OR Request Denied <input type="text"/>	Date <input type="text"/>
Reason <input type="text"/>	
CML's Signature <input type="text"/>	Date <input type="text"/>
Teacher's Signature <input type="text"/>	Date <input type="text"/>

N.B. Curriculum Leader to communicate decision to: Student; Class Teacher; DP Curriculum
 Copy of this Request for Extension for an Amendment to Assessment Conditions to be attached to assessment item



All assessment items will include a statement, which indicates that the student understands the procedures of the assessment policy. This will be required to be signed by the student on the day that the assignment is handed out and after the teacher has discussed the Assessment Policy with the students.

Assessment Policy

STUDENT DECLARATION: "I _____ have read the Brigidine College Assessment Policy. I understand the procedures that I am required to follow and the consequences that will be applied, if I am unable to meet the policy expectations."

Signed _____ DATE _____

All assessment items will include an authenticity statement, which students are required to sign before they hand in their assignment.

Hard copy

Authenticity of Work

STUDENT DECLARATION: "I _____ hereby certify that this assessment item is my own work based on my personal research. I can prove authorship through production of drafts (if applicable) and I am willing to answer questions if deemed necessary. I have kept a copy of this assignment."

Signed _____ DATE _____

Electronic copy only

Authenticity of Work

STUDENT DECLARATION: "By uploading this assignment electronically, I hereby certify that this assessment item is my own work based on my personal research. I can prove authorship through production of drafts (if applicable) and I am willing to answer questions if deemed necessary. I have kept a copy of this assignment."

All assessment items will include a statement about extensions.

Extensions for assignments will only be granted if the student has completed a Request for Amendment to Conditions form and has been authorised from the Curriculum Leader.

Extensions may be granted if a student has:

- Been ill for an extended period of time or there are extenuating circumstances, and has
- The appropriate documentation, and has
- Made the request at a reasonable time prior to the due date.