Submitting Tasks

Unless you are told otherwise, all written Assessment Tasks are to be submitted centrally in the main office. They are handed in before lesson 1 or as soon as you arrive at school (if you are entitled to arrive after lesson 1).

Teachers expect hard copy, unless they have given permission for tasks to be submitted in other than written form.

You need to complete a cover sheet which the office staff will sign, date and note time of receipt. Where possible this sheet should be completed before arriving at school. Sheets can be collected from the office during normal school breaks. There is also a copy in this folder.

LATE SUBMISSION

If you are absent from, or fail to submit, an Assessment Task without a legitimate reason (e.g. illness), you will be penalised as follows:

- if the task is submitted late on the due date, you will lose 10% of possible marks
- if the task is submitted one school day late, you will lose 20% of possible marks
- if the task is submitted two school days late, you will lose 50% of possible marks
- if the task is submitted more than two days late, you will receive 0 marks.

Computer breakdowns, printer failure etc. will NOT be acceptable reasons for lateness. Students are expected to have backups, spare cartridges etc. The key is not to leave things till the last minute.

If you are absent for a valid reason on the day an Assessment Task is due, you must hand in the work on the day you next return to school. Failure to hand in the work on return to school will incur the ordinary penalty for lateness.

If your absence is known in advance, you should make arrangements with your teacher as to when the task will be submitted.

The school reserves the right to investigate the validity of absences on days of Assessment Tasks. For illness, a doctor’s certificate or equivalent may be required.

EXTENSIONS, SUBSTITUTE TASKS AND ESTIMATES

If you have a valid reason for missing or not completing an Assessment Task, you will be given an extension of time or a substitute task or an estimated mark, as determined by the Subject Coordinator. In the case of practical tasks, field trips or other tasks not easily able to be repeated, you may be given a substitute task or an estimated mark, if the reason for your absence is accepted.

If you need an extension of time, you must request it in writing from the Subject Coordinator, two days before the due date. A copy of the correct form can be found in this folder. Your request may or may not be granted.

If you know in advance that you will be absent from any task, you must seek the approval of the Subject Coordinator.

NON COMPLETION OF ASSESSMENT TASKS
You are expected to submit all tasks. This is true even if, due to lateness, you receive zero marks. In order to have studied a Board Course satisfactorily, the Board expects each candidate to have completed all Assessment Tasks.

If you fail to submit an Assessment Task by the due date, you and your parents will receive a notification, warning that the task has not been submitted.

If you fail to complete tasks to the value of 50% in any subject, you will not be permitted by the Board of Studies to present this subject for the HSC. This may mean students do not have this subject to count towards their HSC or ATAR marks. It may mean that you do not qualify for an HSC at all.

If you are in danger of not completing tasks to the value of 50% in a particular subject, a formal warning in writing will be sent to you and your parents.