Assignments are a method of teaching which develop specific student skills such as research, summarising and synthesising. Assignments are also used as assessment and as such conform to the assessment policy. Assignments will be given in forms such as essays, reports, projects, plays and others.

Assignment Task Sheets will be issued to students and will include an outline of expectations for the task, as well as a due date.

Proposed due dates will be advised at the earliest possible time during each Term/Semester. Assignments must be handed into the teacher personally by the due date indicated on the assignment task sheet. Failure to submit an assignment on the due date will result in the following consequences:

i  The overall grade of the piece of assessment will be reduced by one half of a grade for each day it is overdue. That being the case, any assignment which is submitted 10 days late will constitute an ‘E’ mark.

ii  If unfinished, the work will be completed during lunchtime detention and this work will be marked according to the set criteria, but not credited towards the Level of Achievement.

Extensions will be given only in special circumstances and must be:
- Negotiated at least one week prior to due date;
- Supported by all assignment notes and drafts completed at that time;
- Made between the student and his/her teacher for that subject.

If students are absent on the due date, other arrangements can be made to have the assignment delivered to the school on that date, or alternative arrangements are to be negotiated. If there is an unexplained absence by a student on a due date, marks will be deducted from that date as stated above.

Students and parents must ensure that assignments presented are the work of the student only.

Class Tests will also be undertaken. Students will be given sufficient notice of test dates. Attendance on these dates is essential. Absence requires a note to the school and completion of the test on the date of return to school.

This policy is written to clarify for students and parents the procedures governing these forms of assessment and ensures consistency for all students. Your signature is your agreement to abide by the rules and procedures outlined in this policy.

Please sign and return the bottom section of this form to the school.

Surat State School - Assignment Policy

Student Contract

I have read and understood the rules and procedures outline in this policy and agree to abide by the Assignment Policy required by Surat State School.

Student Name: ____________________________  (Please Print)

Student Signature: ____________________________  Date: ____________________________

Parent Signature: ____________________________  Date: ____________________________