

A photograph of three students in school uniforms. A boy on the left and a girl in the center are smiling and looking towards a third student whose back is to the camera on the right. They are outdoors with greenery in the background.

Senior School Handbook

A set of rules to help you achieve good organisation and learning behaviours.



CONTENTS

	Page
Drafting	4
Verification of Work	5
Referencing	6
Plagiarism	7
Deadlines	7
Electronic Submission of Assessment Tasks	9
School Attendance	10
Achievement Below the Standard	11
Required Information for all assessment tasks	11
Notes	12

This set of guidelines is created to help us all work together to be organised when you provide your work.

At the College, students are required to submit for assessment, only work that is their own, produced without undue assistance from other people or sources in line with the assessment and deadline policy. The following information will guide students on how to meet these requirements

DRAFTING



Drafting is something you do to make your final product the very best it can be.

Definition:

A draft is a piece of completed work, submitted by a student to a teacher, prior to the final deadline, in order to receive feedback to refine the assessment product.

Guidelines:

One draft, or one cumulative draft, as directed by teachers, should be submitted by students where required, to receive feedback from teachers, so as to undertake refinement of the task. The draft should be at a point where it is recognisable as close to the completed product or required part thereof.

Students are encouraged to complete a draft as this assists in the verification of work. When a draft submission deadline is given by a Teacher, then students must submit a full draft.

Drafting and Editing – what you can expect.

Editing has its place in the writing process, but when a teacher assumes this role, it is difficult to ascertain what the student's work is and what the teacher's work is. Senior School Students can expect to receive feedback. Feedback is provided to assist you to improve a piece of work to meet the criteria or performance standards. The table below details what you can expect to receive in the form of drafting feedback.



Editing is making changes – both big or small to improve the quality of your work. Examples are: Remove, Reorganise or Rewrite

Your teachers are encouraged not to edit work so that the work remains yours.

Feedback	Editing
<ul style="list-style-type: none"> • 'To be effective, feedback needs to cause thinking' (Leahy et al. 2005) • Teaches the student • Provides general advice • Offers suggestions • Maintains the integrity of students' work • Direct students thinking and attention to the performance standards and assessment criteria 	<ul style="list-style-type: none"> • Changes the text • Is explicit • Provides solutions • Suggests specific changes • Risks losing the student voice in the work

You can expect to be asked questions as part of the feedback process to encourage you to give more clarity or think more deeply about a concept.

VERIFICATION OF WORK



We want to make sure your work is all yours and no-one else's.

Definition:

Verification of work means that a teacher can identify that the work submitted for assessment by a student is the work of that student.

Guidelines:

Your teacher can verify your piece of work if they see you productively working in class, submitting drafts and checking for plagiarism by submitting a draft through Turn-it-in. All students should be readily able to demonstrate that the work submitted for assessment is their own.

In the absence of a draft or work in progress during class, the onus is on students to provide evidence that the work submitted is their own and has been produced without undue assistance.

Appropriate referencing ensures that work from other sources receives due recognition and minimises issues arising regarding plagiarism. Should plagiarism be identified at the drafting phase, teachers will work with students to assist in rectifying this.

REFERENCING



If work is included in your response that does not belong to you – tell us whose it is!

Definition:

Referencing is the process by which recognition is given to other sources used in the development of an assessment task.

Guidelines:

Where other sources have been used in the development of an assessment piece, due recognition must be given through appropriate referencing. The type of referencing in a given subject discipline may vary, but consistency should be applied within a single assessment task. The following methods are most commonly used:

- In text referencing (Harvard Method)
- Footnoting
- APA Method

The following URL will take you to the College's online referencing tool which can be used to support you in this process.

<https://org.slasa.asn.au/s/N4a7RcZjgifF3hVoFZ4egz/harvard/>

Guidance will be provided on your assessment task sheet to indicate a preferred method of referencing and minimum number of references required. If you are not sure, seek clarity from your teacher.

Students who do not reference may be subject to penalties under the plagiarism guidelines found on SEQTA in the document section.



Learn



PLAGIARISM



Work that does not belong to you, needs to be referenced.

Definition:

Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own

Guidelines:

The use of Turn-it-in as part of the drafting submission process, enables potential plagiarism issues to be identified and provides the opportunity for students to self-correct prior to submitting a final copy for assessment. Appropriate referencing should be included in tasks to ensure recognition of other sources.



Submission of plagiarised work will result in the plagiarised sections being omitted from the task with only work that is not plagiarised contributing to the overall assessment grade.



Turnitin is a checking process to avoid using other people's work as your own.

If work has been plagiarised between students knowingly then both students will incur the penalty outlined above. If work has been plagiarised by a student, without the knowledge of the student it belongs to, a penalty will be applied to the person plagiarising.

DEADLINES



Think organisation, equity and responsibility.
It is your job to meet the deadline to the best of your ability.

Definition:

*A deadline is the final **date and time** by which an assessment task must be submitted, in either electronic form or hard copy.*

Guidelines:

Deadlines are set by teachers for a given task and it is expected that students will comply with the teacher's instructions regarding length of task and method of submission. The submission time of the task on the day of the deadline will be indicated by the teacher.

Details of deadlines for assessment tasks, as well as dates for tests, can be found on SEQTA – Learn under Assessment by accessing the upcoming tab.

The College's assessment and deadline policy can be found under the documents tab in SEQTA.



Inability to meet deadlines:

- If a Senior School Student is unable to meet a deadline, then an application for an extension to the deadline may be made at least 2 days prior to the original deadline. This document can be found in the documents tab in SEQTA.
- This form must be signed by the student, parent and subject teacher
- Forms can be accessed by students on SEQTA – Learn under the Documents tab. Hard copies will also be available at the Senior School SSO
- If a student is absent on the day of a deadline, parents should notify the school and the student should communicate with the teacher by email
- Every effort should be made by the student to submit the task electronically on the day of the deadline if the task is suitable for electronic submission. If this is not possible then in consultation with the teacher, the task may be submitted upon the student's return to school. If the absence is more than 2 days, then a medical certificate is required

Absences from Tests/Examinations



If you know you will be absent, tell your teacher ahead of time.

- If a SACE student (Year 11 & 12) is absent on the day of a test, a medical certificate must be provided. The student will then be expected to complete the test upon their return to school
- If a student in Year 10 is absent on the day of a test, parents should notify the school. Students will be expected to complete the test upon their return to school. If the absence is greater than 2 days, then a medical certificate is required.
- Examinations are a course requirement in many subjects from Year 10 – 12 and it is an expectation that all students studying a course with an examination must complete the examination.
- At Year 10 and 11 if a student is absent from an examination, then a medical certificate must be provided. The student will be expected to complete the examination upon their return to school, although this may be scheduled outside of normal school hours.

ELECTRONIC SUBMISSION OF ASSESSMENT TASKS



This is a SACE and College expectation.

Definition:

Assessment tasks that are in electronic format and are submitted either via SEQTA or as directed by your teacher.

Guidelines:

Uploading the correct file and information for a task is the responsibility of the student. If a blank, incomplete or corrupted file is submitted, this work will be marked unless students have completed a draft which better meets the criteria to provide the best evidence of learning.

Students should ensure that they store their work on Google Drive. You may choose to store it in more than one location to provide a back-up or email it to yourself.



Students should have a standardised naming format in line with SACE electronic submission. This is:

SACE number/Subject code/assessment type/name (for internal submission only).

The following is a list of appropriate file formats that are accepted by SACE. We request that these are used from Year 10 to familiarise yourself with the software.

Type of file	Accepted file formats
Document	PDF, Microsoft Office 2010 (including DOC/DOCX, XLS/XLSX, PUB, PPT/PPTX)
Image	JPEG/JPG, GIF, PNG
Video	MOV, AVI, WMV, MP4, MPG, WebM, MKV, M4V
Audio	MP3, WAV, AIFF, AAC, FLAC, M4A, OGG, PCM, WMA
Other	Adobe Creative Suite CS5 (including PSD, INDD, AI)

SCHOOL ATTENDANCE

Definition:

Regularly being present at school and participating in lessons



When you are at school your attainment and wellbeing increases.

Guidelines:

It is a Government requirement that students attend school each day unless there is a genuine reason for the student to be absent. Government guidelines describe the levels of non attendance in the following categories:

- Habitual non-attendance: where a student has been absent for 5 or more days in a term
- Chronic non-attendance: where a student has been absent for 10 or more days in a term (the equivalent of 1 day per week which equates to missing 20% of the school term)

Absences should be reported by a parent/guardian to the **SSO prior to 9:30am**. In cases where the student is absent is **more than 2 days due to illness, a medical certificate is required**.

Absences can adversely affect a student's ability to demonstrate achievement of the standards either in the Australian Curriculum or SACE. Therefore, should absences from school and/or specific lessons become a concern, this student and parent will be expected to attend an interview to rectify the situation.

It is the student's responsibility to follow up with teachers regarding any work missed due to absences and negotiate tasks and deadlines with the teacher. Students and parents are encouraged to contact Home Class Teachers to discuss any absences where a student needs assistance to liaise with all their teachers on the best way to catch up.



We want you to excel, not just achieve!

ACHIEVEMENT BELOW THE STANDARD

Definition:

Academic performance is not at a satisfactory level or above

Guidelines:

Assessment tasks are graded using an A+ to E- scale. If the quality of the work does not match the required satisfactory standard, a grade in the D/E band will be awarded. Failure of a task does not equate to failure of a subject and should be viewed as an opportunity to learn and improve. The result, when accompanied by feedback from a teacher and reflection by a student, will enable growth to occur for subsequent tasks. When achievement is below the standard contact will be made home.

REQUIRED INFORMATION FOR ALL ASSESSMENT TASKS

Students should expect to receive the following information as part of the assessment task sheet to ensure that they can address the requirements of the Senior School Handbook:

- Subject/Code (SACE/SEQTA):
- Assessment Title
- Due Date – Draft
- Due Date – Final Copy
- Submission time
- Assessment Type
- Submission format
- File format
- Referencing format
- File Naming format



What you must know for every task.

