

**MT BARKER COMMUNITY COLLEGE**  
**LOWER SCHOOL ASSESSMENT POLICY**  
**CORE SUBJECTS**

**1. Student Responsibilities**

It is the responsibility of the student to:

- Attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date;
- Maintain an assessment file for each subject and to make it available whenever required;
- Maintain a good record of attendance, conduct and progress: a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result in that subject; and
- Initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extensions of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

**2. Completion of a course unit**

A grade is assigned for each unit completed unless, for reasons acceptable to the college, the student is not able to complete enough assessment tasks to provide the college with sufficient evidence to enable a grade to be assigned

For an out-of-class assessment task where the student **does not** provide a reason which is acceptable to the college, the following penalties apply:

- Late submissions will not be awarded higher than a satisfactory result.
- Parent contact will be made by the classroom teacher for late submission of work.
- Late work will not be accepted after TWO weeks past the due date. A mark of zero will be entered.

Where a student is likely to experience difficulty meeting a deadline, they must discuss the matter no later than **TWO** days before the due date.

For a missed in-class assessment task, where the student does not provide a reason which is acceptable to the college, the student will be requested to complete the task upon their return.

If a student **does not** submit an assessment task, the teacher will contact the parent/guardian to discuss the risk of the student not satisfactorily completing the unit.

### 3. Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, i.e. as original, any work which:

- is prepared or substantively contributed to by another person (e.g. student, teacher, tutor expert)
- is copied or downloaded from the internet, including Artificial Intelligence Applications generated responses from the internet, without acknowledging the source
- paraphrases or summarises the work of others. If a student is believed to have engaged in cheating, **collusion or plagiarism**, the teacher will refer the matter to the relevant head of learning area/teacher-in-charge responsible for the course. As part of this process, the student and the parent/guardian will be informed of the suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is demonstrated that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

The parent/guardian will be informed of the penalty.

**Collusion** is when a student assists another student to submit evidence that is not their own work for assessment. **Plagiarism** is when a student uses someone else's work or ideas without acknowledging that they have done so. That is, work is essentially copied from other students, book or the Internet.

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