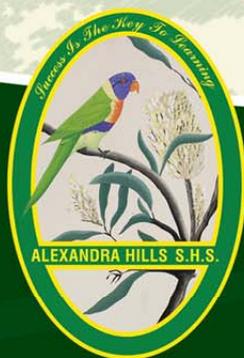


ALEXANDRA HILLS
STATE HIGH SCHOOL

ASSIGNMENT POLICY



May 2013

Junior Secondary

An assignment is to be collected at the beginning of the period on the day that it is due. If it cannot be handed in the student will have **three days** in which to submit the assignment which will be marked, **the result of which will be reduced by a grade eg B > C. If the assignment is not submitted within three days, the student will be required to complete the task (usually in lunch hour detentions) but will be awarded with an E.**



If a student has been present until the day the assignment is due but is ill on the due date:

- Other arrangements should be made to have the assignment delivered to the office by 3:00pm. It may not be brought to school by the absent student.
- If this is not possible, then a parent or guardian must contact a member of the School Administration on the due date.



If a student has been ill for a number of days leading up to and including the due date of the assignment and has not completed the assignment:

- A parent or guardian should contact a member of the School Administration before the due date.
- The student should bring a letter from his/her parent or guardian to the same member of the School Administration on the first day back at school. An assignment extension proforma is completed and the student takes this to the HOD to negotiate a new due date.

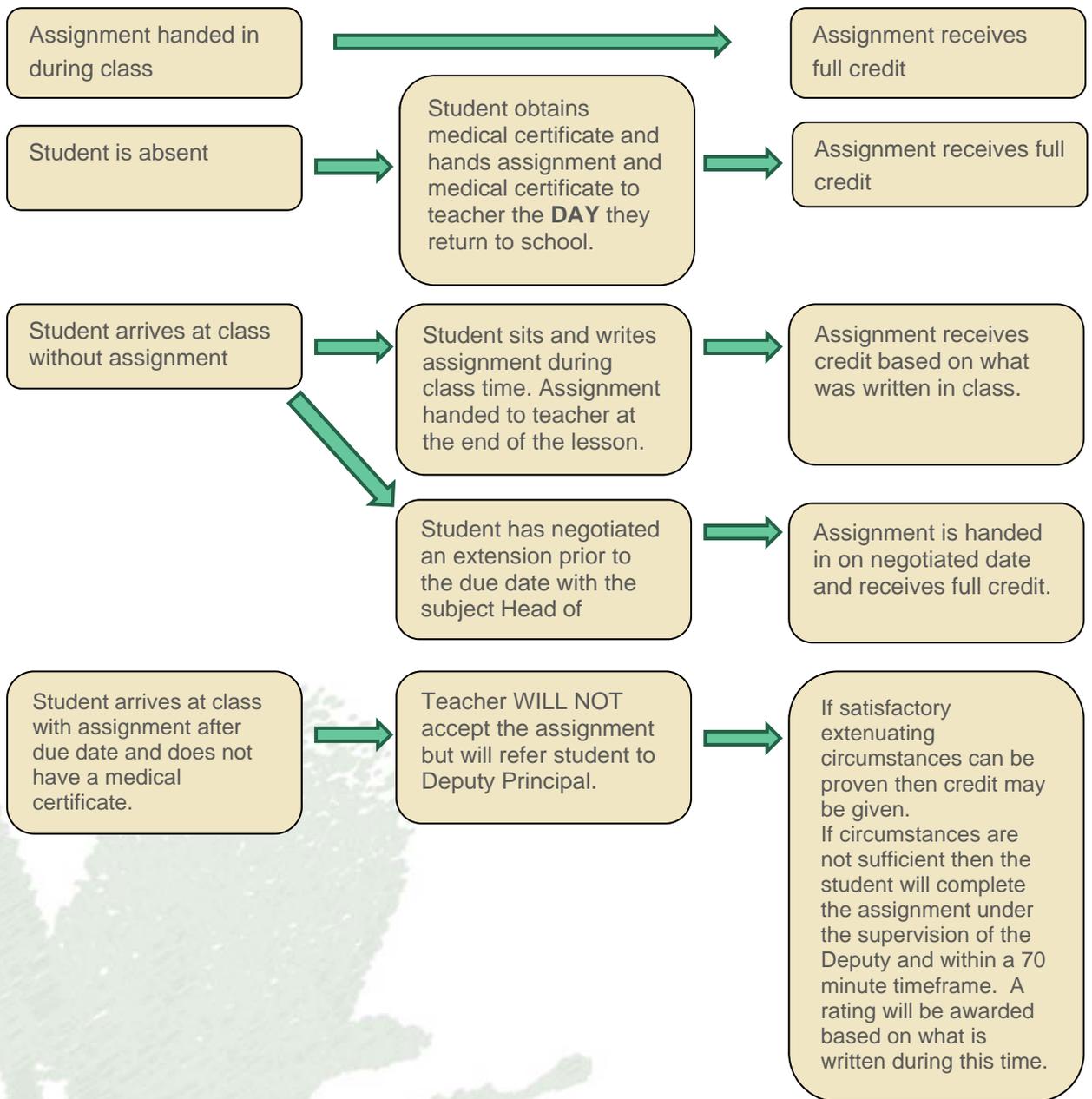


If a student wishes to apply for an extension to his/her assignment because of extenuating circumstances:

- This must be done **prior** to the due date.
- An assignment extension proforma must be collected from the office to which a letter from a parent or guardian and/or medical certificate providing details is attached.
- The extension proforma is to be given to the attendance clerk, who will attach/indicate the days absent.
- The extension proforma is to be given to the appropriate subject HOD who will determine the length (if any) of the extension.

Students on suspension must arrange with their parents/guardians to hand assignments in to the school office before 3:00pm on the due date.

Senior Secondary



Students are expected to back up work regularly either on the school network or on disk if working from home. Computer or printer malfunction will not generally count as sufficient reason for accepting a late assignment.

If students are unable to obtain a hard copy of their assignment they must bring the saved version on disk to a Deputy Principal or be able to show where the assignment is saved on the student's personal file within the school network.

NB. Practical assessment tasks not performed by or on the due date are subject to the same policy conditions. They will be completed at a time and in a manner determined by the Head of Department.

NB. Requests for credit on assessment that is late due to circumstances not covered by this policy will be at the discretion of the Principal.