

Victory College Assessment Policy – Middle College

The Assessment Policy in the Middle College is designed to help students develop their organisational skills and the skills necessary to be successful in the Senior Phase of Learning. Students will have a variety of assessment types including exams, assignments, presentations and practical projects.

Important aspects of this policy are listed below:

Responsibilities of students:

- All assessment tasks submitted must be the original work of the student and all references used must be acknowledged following the school reference policy as outlined in the student diary.
- Both drafts and final copies must be accompanied by a reference list where applicable.
- Students must arrange with the subject teacher to receive task sheets if absent at the day of issue.
- Submit assignments on or before the due date by using the submission method requested by the teacher.
- If students are aware they will be absent on the due date, the assessment task must be handed in prior to this day, if hard copies are requested, or via electronic means.
- If needed, complete an 'Application for Extension Form' for assignments prior to the due date and submit to the subject teacher providing support documentation (medical certificate, parent note with a legitimate reason etc.). Application does not mean the request will always be granted.
- Plan ahead for assessment tasks. Excursions, camps, sporting activities etc. are not legitimate reasons for applying for extensions. Technical problems such as printer failure also do not warrant an extension.

Assignments:

- Teachers give feedback on drafts that are handed in on time.
- If an extension has been granted, assignments handed in late will be marked and credited towards the Overall Result as if it was handed in on time.
- If an extension has not been granted, assignments handed in late will be commented on, but the students' work will receive a deduction of one third of a grade (i.e. B- to C+) for each day that it is late. After 5 days, the student will be awarded an E.
- Non-completion of an assignment is not acceptable. Students are expected to hand in all class assignments, even if their mark has been reduced.

Exams & Presentations

- Students who are absent on the day of an exam or presentation are asked to bring a note from home explaining the absence. Students will then complete the exam or presentation at the next available opportunity.

Assessment Calendars are published each semester on the College website and on SchoolStream. We would strongly encourage students and parents to print these out and put them up in a prominent location. This is a great way of helping students to meet assessment deadlines.