

GUIDE TO ASSIGNMENTS

WHY HAVE ASSIGNMENTS?

Assignments/projects are considered a very important part of your schoolwork. They may:

- a) Allow you to pursue topics in which you are particularly interested
- b) Allow you to pursue a task at your own pace
- c) Give you the opportunity to develop a wide range of skills, e.g.
 - Reading skills
 - Writing skills
 - Computer skills
 - Research skills
 - Oral skills
 - Presentation skills
 - Practical skills which may involve constructing maps and models or designing a garment or poster

WHY HAVE A DUE DATE?

Assignments **MUST** be submitted on the day due to your class teacher.

This is:

- a) To encourage disciplined time management
- b) To give everyone the same chance of completing the task
- c) To allow teachers sufficient time to assess the assignment and offer constructive comments.

HOW ARE ASSIGNMENTS TO BE COMPLETED?

Assignments will be completed as follows:

- Partly at school in class time but with most of the work done at home
- OR
- Totally at school in class time.

If you need help, ask your teacher and/or the teacher – librarian.

WHAT WILL HAPPEN IF ASSIGNMENTS ARE SUBMITTED LATE?

Assignments must be presented (to your teacher) on the due date **unless** an extension has been granted by the Head Teacher.

- a) Where an extension has been granted before the due date the assignment will be marked and credited towards your result;
- b) Where an assignment is submitted late, without an extension being granted, the assignment will be marked but not credited towards final marks.
- c)

WHAT IF I AM ABSENT FROM SCHOOL ON THE DUE DATE?

Absence from school when the item is due is **NOT** a valid reason for handing in a late assignment. If you wish to avoid having your assignment treated as A LATE ASSIGNMENT – NO EXTENSION GRANTED, you must do one of the following:

- a) Send it with a friend; or
- b) Ask your parent to deliver it to the school or contact the school.
- c) Provide a Doctor's Certificate.

(Either (a) or (b) must be done on or before the DUE DATE)

WHAT ABOUT COMPLETED ASSIGNMENTS LEFT AT HOME?

Students may hand in assignments at the school office up until 3.30p.m. on the day due. Students who return home after school and bring assignments into the office before this time should ask a member of the office staff to sign and date the assignment to verify it was handed in on the due date.

WHAT IF MY TEACHER IS ABSENT ON THE DAY MY ASSIGNMENT IS DUE?

If the class teacher is absent on the day the assignment is due, students will submit their assessable work to the Head Teacher. The Head Teacher will be responsible for making a record of assignments submitted this will be given to the class teacher on their return.

WHAT IF MY ASSIGNMENT IS LOST?

If you lose the final draft of your assignment you must immediately discuss the matter with your teacher and Head Teacher. The onus of proof is on you and therefore you should be able to present your rough notes and draft copy. This material will be considered by the teacher in consultation with Head Teacher to arrive at a fair and appropriate grade.

WHAT ABOUT PARTIALLY COMPLETED ASSIGNMENTS?

If you have **NO** valid reason for seeking an extension, hand to your teacher what you have written including any rough notes or draft copy. This will be considered for assessment purposes.

USE OF COMPUTERS

Problems with computers, printers or USBs are **no excuse** for late assignments. Students should have **back up copies** and printed or hand written **drafts**.

APPEALS

If a student wishes to question any decision made regarding an assessable piece of work they have the right to discuss the issue with the subject teacher and/or the Head Teacher, and if then necessary, with any member of administration.

FAILURE TO SUBMIT AN ASSIGNMENT

Assignments/projects are an important and mandatory part of your studies. Therefore, failure to submit any material at all for an assignment will have a negative impact on your results.

NOTE

Unacknowledged copying (plagiarism) from other sources and/or other students in whole or in part is **STRICTLY FORBIDDEN**.