



BRAY PARK STATE HIGH SCHOOL

ASSIGNMENT & PLAGIARISM POLICY

Following a directive from Education Queensland and the Queensland Study Authority, a uniform policy in relation to assignments has been implemented on a state-wide basis. For more details refer to www.qsa.eq.edu.au.

An assignment is a piece of reporting, writing, a practical response or creative work, which results from some kind of research over an **extended period**. This description thus excludes normal homework.

N.B. IT IS NOT ACCEPTABLE TO REFUSE TO ATTEMPT AN ASSESSMENT ITEM

An assignment program will be planned in accordance with the overall learning program and be available to, and applied by, both staff and students at that level. With this factor in mind, the following items will be included in school policy:

1. An assignment/formal Assessment Calendar will be prepared and distributed to all students after any negotiation necessary to avoid undue stress on resources, students and teachers.
2. All final submission dates are to be observed by all year levels.
3. Correct styles of acknowledgement, bibliographical notations etc. will be taught according to the year level and subject. The M.L.A. system of referencing is the required method.
4. Plagiarism is not acceptable.
5. Assignments must be the student's own work. Sufficient class time will be provided to verify authorship and to teach the processes required in the assignment.
6. Students who consistently fail to submit the work set down in the subject work program will be requested to see the relevant Head of Department who will determine a course of action with a member of the Administration team.
7. If, in the opinion of our Principal, it is considered necessary, students who fail to complete assignment requirements may be required to undertake *alternative* assessment to replace the non-submitted task, provided valid reasons have been demonstrated to the satisfaction of the Principal.

ALL ASSIGNMENTS MUST SATISFY THE FOLLOWING CRITERIA:

- All relevant information, which should include statement of objectives, procedures, location and availability of resources, time frame, length, structure, method of presentation and evaluation criteria will be provided in written form as early as possible. Sufficient time will be allowed to complete assignments.

The Assignment procedure is as follows:

- The **Draft** is an almost complete piece of work requiring minor correction. Parents/Carers will be notified of late or poorly completed work. The student's own time will be used until a pre-determined standard is achieved.
- The **Final Copy** (to be handed in on time) is the final version for assessment. The Draft Copy should be attached to the back of the Final Copy. If not handed in on time, the student will be awarded a mark for the Draft Copy and the matter referred to the relevant Head of Department. A criteria sheet must be attached to all submissions.
- Failure to submit an assignment or an assignment that fails to demonstrate an 'E' standard results, in the student's own time being used until a pre-determined standard is achieved. Once again, Parents/Carers will be notified.
- If an assignment is still outstanding or fails to demonstrate an 'E' standard, consideration will be given as to whether a level of achievement can be awarded for that area of study.

Plagiarism Policy

http://www.qsa.qld.edu.au/yourqsa/policy/docs/authenticating_student_work.pdf

Excerpt from the above site

Plagiarism involves students submitting the work of others as their own, without appropriate acknowledgment or referencing of the original work. Examples of plagiarism cited in the Griffith University Research Higher Degree Handbook available from their website

(<http://www.griffith.edu.au/>) include:

- word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate referencing
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works
- using another person's ideas, work or research data without appropriate acknowledgment
- copying computer files in whole or in part without indicating their origin
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student
- producing work in conjunction with other people (other students, a tutor, parents) when it is purported to be work from the student's own independent research.

EXTENSIONS OF TIME:

Extensions of the due date MUST be negotiated with the Head of Department **TWO** days **PRIOR** to the final submission date.

Drafts and assignments must be presented by the due dates unless there are exceptional circumstances, which are covered by the following provisions:

- (i) **Extended absence due to illness up to and including the final submission date:** Students will be required to produce a medical certificate.
- (ii) **Absence due to illness on final submission date:**
Students will be required to produce a medical certificate; OR
Student may send an assignment to school with a friend or relative. The time and date that these assignments are submitted will be clearly marked on the assignment when submitted at the office.
(See assignment rules)
- (iii) **Absence due to special circumstances** eg bereavement: Parent/Carer should speak personally with our Administration.

NB Students must attend all lessons prior to and after class tests and assignments. Students may not take lessons 'off' to 'study' for tests or complete assignments.

NB All assignments, either written or oral, are essential requirements that **MUST** be completed to obtain a Q.S.A. assessment in that subject at the end of a course. Refusal to produce an assignment, either written or oral, could result in that subject being deleted from students' exit statement and certificates. Such matters will be reported to the Principal.

Assignment Rules

The following are not valid reasons for extensions or late submissions:

- *No printer ink*
- *Computer/printer malfunction; failure of computer technology means that assignments must be hand written and still submitted on the due date*
- *Work commitments*
- *Absence on final submission date. Assignments may be posted, emailed or delivered by the final submission date*
- *Teacher absence on final submission date*
- *When a student is involved in an extra curricula or family event the night before final submission date*

NB: *No assignment will be assessed without a criteria/task sheet.*