Academic Assignments Policy

Preamble
Assignments are set within the academic program to assist learning and to assist in the organisation of the student’s time. Assistance in learning is often related to research skills and how a student organises his or her time to achieve this.

Assignments are also set to increase the depth of knowledge and understanding that a student possesses. When done properly they are also a very useful aid in preparing the student for life after Emmaus in whatever the next educational or life endeavour may be. They bring to attention important principles such as formatting documents, punctuality and meeting routines.

Notice of Assignments
For major assignments there will always be two weeks (at least) available for the students to research, prepare and complete their work. Most assignments are listed on the term outline for each subject that is posted on Edmodo in the first week of each term. The assignment will be posted in the student’s class space on Edmodo. There will also be a marking rubric that shows the students how they will be assessed where this is appropriate for the subject studied.

Due Dates
The due date for the assignment will be posted on the School’s assessment grid indicating assessment dates for students and their parents. These will be emailed to parents with the Secondary Newsletter at the start of each term and posted on the School’s website. Students should take note and enter the information in their diary, with reminders a week before the due date to avoid a last minute scramble.

Extensions
In the event of illness or misadventure, students may apply, with their parents’ assistance, for an extension of the due date for their assignment. Such a request will only be agreed to in exceptional circumstances. Requests for extensions must be accompanied by a note from parents, clearly setting out the grounds for the request. This will not automatically guarantee an extension – such a decision rests with the class teacher.
Late Penalty
The mechanical failure of a printer or other such device will not be considered an adequate excuse for an assignment being submitted late.

Where no extension has been granted, and an assignment is handed in late, there will be a penalty of 10% for the first day late and 5% for each school day thereafter. Such percentage will be calculated as that of the total mark available. The maximum late penalty will be 50%.

Years 9 and 10
For students in Years 9 and 10, failure to submit an assignment will be considered a very serious academic matter. If a student in Years 9 and 10 fails to submit an assignment of any sort then he or she may be deemed to have not completed the course requirements. The assignment must be submitted to satisfy these requirements, even if it requires detention time to complete it. In the event of non-compliance a student may endanger the receipt of his or her Year 10 Certificate.

Printing
It is not the School’s responsibility to provide printing facilities for a student’s assignment, or any other of his or her work. Students are expected to have a hard copy of their assignment available for their teacher by the due date. The exception will be when a teacher has invited the electronic submission of an assignment through Edmodo or email, or via another approved device or method. This will likely be the case with assignments formatted with PowerPoint for example.

Conclusion
Assignments are set as part of a student’s learning process. Students of all ages in Secondary School need to see the completion of their work as part of their growth as a person, both academically and socially. The support of parents in this matter is vital in this process.

Secondary Coordinator
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