



## Academic Policy

### **RATIONALE:**

Learning is the heart of the schooling experience. At Landsdale Christian School we value the spiritual, physical, social and academic growth of our students. The following guidelines have been designed to aid students in reaching their full potential at school while developing lifelong skills.

### **ASSESSMENTS**

The course outline for each subject will contain the approximate dates for each assessment task in the field of study. In manual subjects, this may take the form of a list of proposed activities. Each teacher is responsible for ensuring that the course outline for each subject is available for both students and parents at the commencement of the course of study. This must be at the beginning of each school term or at the beginning of each semester. Teacher discretion may be used to alter due dates when facilitating the learning process.

Assignments must be submitted via SEQTA prior to the due date and time unless otherwise specified.

### **EXTENSIONS and EXEMPTIONS**

Students are responsible for the completion and submission of each of their assessment tasks on time. Understandably, at times there may be extenuating circumstances that prevent students from meeting assessment task due dates.

In any instance where an extension is requested, it is the responsibility of the student to negotiate extensions/exemptions in consultation with their classroom teacher. An Extension Application form must be submitted to the classroom teacher three days prior to the due date. This form must be signed by the student and their parents/guardian before submission to the classroom teacher.

Acceptable extenuating circumstances for submitting an Extension Application, or not completing an assessment task on time, include:

- Serious sickness or injury (supported by a medical certificate - within 24 hours of day of submission);
- Family crisis or major upset (supported by a written statement from the student's parent/guardian); and
- Unforeseeable events of hardship or trauma (the teacher in consultation with the Head of Secondary/Principal will decide if the reason is acceptable).

### **LATE ASSESSMENTS**

If a student arrives late to an assessment (such as a test or exam) they will be permitted to complete the assessment task in the time that remains. No alteration will be made to the result achieved to compensate for lateness.

Discipline	Process
<p>Late submission of assessment tasks.</p>	<p>Students will lose 10% of the total available marks for each school day an assessment is late. If the assignment is handed in after day 5, the maximum grade achievable will be the equivalent of a D grade or 50%. This works as detailed below:            Day 1: 10% will be deducted from the student’s achieved percent mark;            Day 2: 20% will be deducted;            Day 3: 30% will be deducted;            Day 4: 40% will be deducted; and            Day 5 and beyond: 50% will be deducted.</p> <p>That is, for a student who earned a mark of 65% on an assignment, if the assignment was submitted 2 days late, they would be awarded a mark of 45% (65% - 20%).</p> <p>All assessments submitted after 5pm or the agreed time on the due date, will be considered to be late.</p> <p>If the student has failed to submit the assessment on the day it is due, the student must complete the assessment during lunchtime in the detention room, each following school day until it is completed.</p> <p>An academic suspension will be issued to the student on, or as close as possible, to the 6<sup>th</sup> day of their assessment task being overdue.</p> <p>Once the assessment is complete, the teacher responsible must sign off on the submission, stating it has been completed to an acceptable standard.</p> <p>Where a student fails to submit an assessment task on time, the classroom teacher is responsible for informing the parents/caregivers of the student at the earliest opportunity. This communication can be either written or verbal. The teacher will inform the Head of School, Principal and parents of the student being sanctioned with an academic suspension if not submitted within the five-day period.</p>
<p>Academic Suspension</p>	<p>Students will sign into school and go straight to the academic suspension desk, which is located in the front office, where they will remain until they complete the overdue assessment task/s.</p> <p>Every academic suspension will be permanently recorded onto SEQTA.</p>
<p>Parental interview</p>	<p>Failure to complete the specified assessment tasks within 2 days of academic suspension will result in an on campus parental interview with the classroom teacher and Head of School/Principal. Action from this point will be determined on a case-by-case basis as a result of the meeting.</p>

**Practical Subjects:**

Due to the practical nature of some assessment tasks in various subjects, it is not feasible to follow the above protocols for a late submission.

In these instances, the teacher will facilitate arrangements with both parents and students where an assessment deadline is unable to be met. This will usually involve the student completing the assessed task in either break times (recess and lunch), or outside of school hours.

If an assessed task in a practical subject contains written sections, then the consequences listed above in the Late Assessments section of this policy will apply.

**Absences From Practical and/or In-class Assessments:**

Students who miss an in-class assessment task will be awarded a mark of 0% for the task unless an acceptable extenuating circumstance can be identified. Should an acceptable extenuating circumstance exist then it may be possible to arrange for the student to sit the assessment at a later time.

**SPECIAL CONSIDERATION**

Some students have special educational needs. Students who have special educational needs that are supported by appropriate documentation will be provided with an alternative, or modified opportunity, to demonstrate their knowledge, skills and understanding in accordance with the School Curriculum and Standards Authority guidelines. Special provisions may also be granted when completing assessments, including examinations.

**EXAMINATIONS**

Students are required to attend scheduled examinations. In exceptional circumstances, a request can be made for the student to sit the exam at another time. Requests must be made in writing, as early as possible prior to the examination date, to the Head of School. Family holidays will generally not be accepted as an exceptional circumstance.

It is a requirement that students wear full school uniforms when completing examinations. Students who fail to comply with this request, and do not have an appropriate explanatory note from a parent, can be excluded from participating in tests or examinations.

**PLAGIARISM, CHEATING, COLLUSION and DECEPTION**

Students are encouraged to maintain their integrity by completing and submitting work that is their own. This means they must submit each assessment task with a cover page including a signed intellectual property statement.

Matters involving plagiarism, cheating, collusion and deception will be permanently documented in the student record system at the school.

**Plagiarism**

The student diary contains guidelines designed to encourage students to develop the skills to appropriately acknowledge the sources of information used when completing an assessment task. This is known as referencing. Plagiarism occurs when a student does not reference their sources of information or references them incorrectly.

Acts of plagiarism include:

- Copying any part of a document, song or video;
- Using another person's ideas, results or conclusions;
- Summarising another person's work; and
- Submitting substantially the same final version of an assessed task as another student.

Students who have been found guilty of plagiarism will be required to re-submit their assessed task and be subject to the following penalties:

- First Occurrence: Students will incur a 50% deduction from the grade of the relevant assessed task.

- **Second Occurrence:** Students will be given a mark of 0% for the relevant assessed task and will be placed on academic suspension until they re-submit the assessed task.

On the first incidence where there is evidence of plagiarism the classroom teacher will:

- Inform the student's parents/caregivers at the earliest opportunity. This action can take the form of either an email or phone call.
  - Inform the Head of School/ Principal.
  - Ensure that the assessed task is completed by the student within the week.

For subsequent occurrences of plagiarism, the Head of School/Principal will contact the parents/caregivers to inform them that their student will serve an in-school academic suspension effective at the earliest opportunity until the assessed task is resubmitted.

Suspensions will be permanently documented in the student record system at the school.

It is important to note that encouraging or assisting another student to commit plagiarism may also attract the same penalty as the student who plagiarises. If it occurs for a third time, it will result in a discussion with the parents and Head of School and/or Principal regarding the student's enrollment status.

### **Collusion**

Is where a student submits work that is not their own for assessment and which may be similar or identical to that of others.

Students who have been found guilty of collusion will be required to re-submit their assessed task and be subject to the following penalties:

- **First Occurrence:** Students will incur a 50% deduction from the grade of that assessment.
- **Second Occurrence:** Students will be given a mark of 0% for the relevant assessed task and will be placed on academic suspension until they re-submit the assessed task.

### **Cheating**

Cheating may include but is not limited to:

- A student copying the work of another student and handing it in as their own;
- Notes from another student being used when completing an assessed task; and
- Unauthorised material being used during a test or examination.

Where there is evidence that cheating has occurred the staff member will present this evidence to the Head of School/ Principal. Students found to be cheating will receive a mark of 0% for the relevant assessed task and the Head of School/ Principal will contact the parents/caregivers at the earliest opportunity. This action can take the form of either an email or phone call.

If a second occurrence of cheating arises the Head of School/ Principal will arrange a meeting with the student, their parents/caregivers and the Head of School and/or Principal to discuss the student's enrolment status.

### **Deception**

Any deliberate act designed to deceive a staff member carries a severe penalty. Students involved in deception will receive a mark of 0% for the relevant assessed task and the Head of School/ Principal will arrange a meeting with the student, their parents/caregivers and the Head of School and/or Principal to discuss the student's enrolment status.

Acts of deception include but are not limited to:

- Falsification of medical certificates/notes or emails; and
- The forging of a parents/care-givers signature.

### **CHANGING SUBJECTS/COURSES OF STUDY**

Students are not generally permitted to change subjects/courses of study after the first month as this may place a student at risk of not completing the course requirements. Therefore, changes will only be considered in exceptional

circumstances and assessed on a case-by-case basis.

When a student changes subjects, a 'Change of Subject' form must be completed.

When a student transfers from another school, a credit will be given for completed work in the same subjects/courses of study. Appropriate evidence must be provided in such cases.

### **HOMEWORK**

In completing a course of study students may be required to finish uncompleted work or undertake extra work at home. The length of time spent on homework will vary for each student and will naturally increase through each year level. Students attending school with incomplete homework will be required to complete their homework in the detention room during their lunchtime. This is not considered to be an infringement.

### **REPORTING**

Feedback will be regularly given to students as to their progress throughout their subjects/courses of study. Under normal circumstances assessed work will be returned to the student within two weeks of the due date.

Teachers will maintain regular contact with parents or caregivers to provide feedback on student progress. In addition, a member of staff will make contact with parents or caregivers if a student is at risk of not achieving their potential, completing subject requirements or meeting the WACE requirements.

Comprehensive reports are issued at the conclusion of each semester. Mid-year reports will form the basis for a discussion of student progress at a scheduled interview evening.