All students should be aware of the various policies associated with assessment. These are available on the College website, on Faculty and Student Services notice boards and from the Policy and Procedures Manual available on the Board of Senior Secondary Studies website (http://www.bsss.act.gov.au).

4.3.4.13 Board Assessment Policies - Special

4.3.8 Participation and Attendance

It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

4.3.9 Completion of assessment items

Students are required to substantially complete and submit all assessment items that contribute to the assessment for a unit unless due cause and adequate documentary evidence is provided.

Exemption from the item and/or alternative assessment without penalty is available to students providing adequate documentary evidence. (See separate Alternative Assessment Policy)

Unless prior approval is granted, any student who fails to submit assessment tasks worth in total 70% or more of the assessment for the unit will be deemed to have voided the unit. (Awarded a V grade.)

4.3.10 Late Submission of Work

Students are encouraged to submit work on time, as this is a valuable organisational skill. Students are also encouraged to complete work even if it is late as there are educational benefits in doing so. The following policy is to ensure equity for all students.

Policy:

- Except in exceptional circumstances, students must apply for an extension in advance, providing due cause and adequate documentary evidence for late submission.
- Calculation of a notional zero in T units is based on items submitted on time or with an approved extension (i.e. a genuine score).
- A late penalty will apply unless an extension is granted. The penalty for late submission is 5% (of possible marks) per calendar day late (including weekends and public holidays) until the notional zero, calculated in accordance with the previous point, is reached. If an item is more than 7 days late, it receives the notional zero. Submission on weekends or public holidays is not acceptable.
- The Principal has the right to exercise discretion in the application of the late penalty in special circumstances where satisfactory documentation has been provided.
- It may not be possible to grade or score work submitted late after marked work.
in a unit has been returned to other students.

4.3.12 Plagiarism and Dishonesty

See also section 4.3.12 Plagiarism of the BSSS policy and Procedures Manual and on College notice boards.

Granting of extensions on assignment due dates (Lake Tuggeranong College Policy)

Applications for extension must be made prior to the due date.

No assignment may be granted an extension for a period of time greater than the time before the closing date that the application for extension is made.

- a teacher may grant an extension of up to three days if a student makes arrangements prior to the due date and the Executive Teacher / coordinator notified.
- requests for extensions of four to five days must be referred to the Department Executive Teacher and a note placed on the student file.
- requests for extensions greater than five days or outside the above guidelines must:
  - provide medical or welfare evidence as relevant and
  - involve the Executive Teacher Assessment and Certification
- if a student is ill on the day an assignment is due, arrangements should be made for the assignment to be presented on time. Any variation must be decided in consultation with the Department Executive Teacher and a note placed on the student file.

Right to Appeal:

Students should also be aware of their right to appeal about the incorrect application of assessment process or results involving assessment instruments (for example marks/grades on tests, assignments, essays etc), unit results (scores or grades) or course scores (at the end of the year 12). If students have concerns about any of these they should take the following steps:

1. Discuss the issues with the class teacher. This usually will lead to a resolution.
2. If necessary discuss the matter further with the Executive Teacher of the department concerned.
3. If not satisfied discuss the matter further with a student adviser.
4. If still not satisfied a formal appeal should be lodged with the Executive Teacher - Student Records on the appropriate form.

Steps 1 to 3 should take place immediately a student is dissatisfied with a process or result. Formal appeals (Step 4) should be lodged at the latest within 5 working days of the publication of unit and course results. (Except in Term Four, Year 12, when the final day for appeals is published on the school calendar.)

The Principal will establish an appeal committee of three members to consider the appeal. Normally, where possible, the committee will consist of

- The Executive Teacher - Student Records and Assessment
- The Executive Teacher of another department
- A teacher with skills in the subject area under consideration.
A student who has been through the College appeal process may appeal to the Board against the College procedures by which the appeal decision was made.

For further information on any of the above please contact Margaret Rowlands in Student Services – Assessment and Certification. Further details can also be obtained from the Policy and Procedures Manual Chapter 7 available on the Board of Senior Secondary Studies web site at http://www.bsss.act.gov.au

4.3.12 Plagiarism

4.3.12.1 Definition

Plagiarism is copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as a student’s own work.

Examples of plagiarism could include, but are not limited to:

- submitting all or part of another person’s work with/without that person’s knowledge
- submitting all or part of a paper from a source text without proper acknowledgement
- copying part of another person’s work from a source text, supplying proper documentation, but leaving out quotation marks
- submitting materials which paraphrase or summarise another person’s work or ideas without appropriate documentation.

4.3.12 College responsibilities

4.3.12.2 Student information

All colleges are responsible for informing students about what constitutes plagiarism and the appropriate ways of acknowledging sources. Positive advice should be offered about how students can avoid plagiarism. Colleges will ensure that all new students have advice on how to avoid plagiarism well before their first assessment item is due. Colleges must also inform students that any incident of plagiarism will be treated as a serious breach of discipline in assessment and the penalties that may be imposed.

Brochures on plagiarism are distributed to colleges to provide advice to students and support to teachers.

4.3.12.3 Verification practices

Colleges will institute a system whereby work submitted includes a statement from the student on each assessment item done outside class time to the effect that work presented is their own.

4.3.12.4 Procedures for dealing with students involving plagiarism

- Any suspected case of plagiarism must be investigated at the college level.
- The principles of natural justice must be applied at all stages in the process.
- Any student suspected of plagiarising work must be given the opportunity to prove authorship and to receive a fair hearing.
- If there is evidence of plagiarism the student must interviewed by the teacher and the head of faculty and given the opportunity to explain his/her case before a penalty is determined.
- If plagiarism is shown to have occurred, then the teacher, in conjunction with the head of faculty, principal or Delegate as appropriate, should determine the penalty taking into account the principles and the penalty schedule listed below.
The student must be advised, in writing, of the penalty and informed that he/she has the right to appeal the penalty under the Breach of Discipline procedures of the Board.

Details of any case of plagiarism must be recorded and the record kept centrally at the college.

Details of Category 3 cases and penalties (see Table below) should be kept centrally at the college level but the Executive Officer or Technical Adviser of the Board must also be consulted, in advance, if the recommended penalty is the cancellation of all assessment in a course or a Year 12 Certificate.

4.3.12.5 Penalties:

- Any work, that is found to be plagiarised, will incur a penalty ranging from a reprimand and warning, in writing, through to the cancellation of all assessment results for years 11 and 12.
- Students who unintentionally plagiarise must be given appropriate counselling and guidance so that they do not repeat the offence.
- The impact on scores of serious and repeated instances of plagiarism will be managed in accordance with Board policy.

Details of penalties to be imposed

<table>
<thead>
<tr>
<th>Categories</th>
<th>Penalties:</th>
<th>Procedures</th>
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| 1. First minor incident of plagiarism | - Reprimand and warning in writing  
- Item to be marked without plagiarised material being considered. This could result in a reduction in marks appropriate to the extent of the plagiarism. | - Activated at Teacher / Faculty level  
- Centrally recorded and documented at the college. |
| 2. First major incident of plagiarism | - One of the following penalties to be imposed:  
- Marks reduced by an amount appropriate to the extent of the plagiarism.  
- Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant BSSS policy.) | - Activated at principal or Delegate level  
- Centrally recorded and documented at the college. |
| 3. Repeated Offence (NB Repeat of Cat 1 or Cat 2 automatically becomes a Cat 3 offence) | - One of the following penalties to be imposed  
- Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted. Refer to other relevant BSSS policy.)  
- Cancellation of all assessment for the unit concerned  
- Cancellation of all assessment for the course concerned  
- Cancellation of all assessment results for Years 11 and 12. | - Activated at principal or Delegate level  
- Centrally recorded at the college  
- Prior to the cancellation of a course or certificate, the college must consult with the EO of the BSSS or Delegate. |