



LEARNING FOR LIFE

Respect Responsibility Honesty Achievement

Student Work Submission

Guidelines

1. Work must be submitted by the due date (and by email unless impractical eg art piece, possibility of lost formatting)
2. Summative assignments that are not submitted by the due date will be awarded a zero (0) or “not completed” unless granted an extension.
3. Extensions of time may only be granted under exceptional circumstances (in consultation with SL/YLL/SC)
4. Students must keep an electronic backup of assignments created. Problems with printers and computers is not an acceptable reason for failing to submit work.

Students should:

- Keep assessment plans for each subject with their work for the subject.
- Keep an electronic back-up of assignments created.
- Record deadlines/due dates in an accessible calendar (such as student diary, mobile phone)
- Seek periodic feedback on assignments from teachers - drafts are due a week before the final due date at the latest
- Make other arrangements for the work to be delivered if they are absent on the date a piece of work is due.
- Find out what assignment deadlines have been set during any absence
- Negotiate with the subject teacher as soon as they recognise they will have difficulty, prior to the draft deadline.
- Bring a doctor’s certificate if required for extension purposes.
- Get their work checked by a peer/parent/other teacher before submission
- Preferably use the program Turnitin to check their work prior to submission

To avoid plagiarism, students should not:

- Share with other students the details of a task done under test conditions
- Submit work that is not entirely their own (re-wording certain parts is still plagiarism)
- Copy the work of another student or allow another student to copy their work (except for pooled information when working in groups)
- Have someone else do their work (such as a parent or a tutor)
- Neglect to correctly reference legitimate sources