

HANDING IN OF ASSESSMENTS

Reasonable notice will be given for all assessments deadlines.

All due dates will be set as due work on the OLE and email reminders will be sent to you and your parents in advance.

Due to nature of individual project work there may be *some changes to the dates* that are presented on course year planners or the information on the OLE. This usually means extending either the **Formative Feedback** or **Summative Due Date**. You will be informed via the OLE if there are any changes. The decision to extend deadlines is not made lightly.

All work must be handed in to your teacher in person. Do not leave it on their desk or give it to someone else to hand in for you. All assessed work must be handed in before the time specified by your classroom teacher; otherwise it will be deemed late.

If you are going to be away on School Approved Leave, it is your responsibility to ensure you are up to date with folio and class work BEFORE you go (e.g. before going on a sports trip). Any extension applications need to be applied for in advance (see extensions).

If absent on the day an assignment is due, it is your responsibility to contact your teacher via email and deliver your work to school by 3.30pm on the due date. This can be delivered to the main office, with the work clearly identified with your name, tutor group, subject and teacher.

LATE WORK

Students who hand Internal Achievement Standard Assessments in late with no acceptable reasons will not be able to gain credits for that Achievement Standard and the student's Head of House and parents or caregivers will be notified.

RESUBMISSIONS AND REASSESSMENT

Technology is different to most other learning areas because of the individual projects students undertake and the way assessment evidence from different standards is often intertwined and/or practical based. As a result of this in MOST cases ***resubmissions are not suitable in Technology (except Spatial Design) and reassessment are not suitable for all.***

Resubmissions are not offered in Technology because project based assessment offers checkpoints throughout the year plus a formative feedback opportunity where detailed feedback is given. Teacher input is given throughout the progress of project work. This is used instead of resubmissions as it benefits all students to gain the grade that reflects their attainment and effort throughout the whole project.

Reassessments are not offered in any area of Technology because due to the nature of our projects there often isn't an opportunity to teach standards twice as students are often engaged in a yearlong design project.

Design and Visual Communication (DVC)

DVC is an area of Technology that differs from the others. Due to the nature of the assessments and being through visual communication, a resubmission **may** be offered under the right circumstances.

A resubmission in DVC:

1. Can only be offered to individual students to identify or correct a minor error preventing the award of a higher grade
2. Can only be offered where the teacher judges the student should be capable of discovering and correcting minor errors themselves in a short period of time. This means a “Plus” grade must have been awarded for a teacher to offer a resubmission.

EXTENSIONS

Students will complete an Extension Application Form in order to request an extension. These are available from the **Student Reception**. Applications need to be given to the Head of Technology Department (HOD of HOF) at **LEAST TWO SCHOOL DAYS** before the due date, or if not possible, the school be notified at least **ONE WEEK** prior to the due date. Only those with special circumstances (e.g. family bereavement, illness) will be granted an extension. If applying on the basis of illness or injury that has significantly impacted on progress, then a medical certificate will be required.

APPEALS

You have the right to appeal against grades given in an internal assessment task. In the first instance students must clarify the judgment with their classroom teacher. If no agreement can be reached an appeals form must be completed and returned to the Head of Technology within **ONE WEEK** of receiving the assessment grade. Students may obtain an appeal form from the **STUDENT RECEPTION**.

Computer REQUIREMENTS:

- Your machine must be able to run the software you choose to use. This includes programmes such as Blender, After FX, Photoshop, Flash, SketchUp, Adobe programmes etc.
- It is your responsibility to back up and store all digital work. You **MUST** back up regularly and save files to an external hard drive or a cloud storage system. **If you lose your work at any time during the year and have not backed up you WILL NOT qualify for an extension**

Note: There is a different policy for Unit Standards assessments