

Work Submission Policy

At Mordialloc College we are focused on excellence, innovation and high expectations in everything we do. We want every student to achieve their highest potential. It is important that every student demonstrates a sense of pride in their academic work. As such, we expect every student to aim for their personal best in everything they do and demonstrate self-respect for and pride in their work. Each student is responsible for completing every task on time and to the best of their ability to enable teachers to assess their learning progress and to ensure they are prepared for promotion to the next year level.

All students are responsible for:

1. Developing and following a home study routine
2. Writing all due dates clearly in their planner
3. Using the assessment rubric and/or information received to ensure they complete all tasks to the standard expected by their teacher
4. Asking questions to clarify any aspects of the assessment task, which are unclear
5. Starting work on the assessment task well before the due date to ensure that it is completed on time
6. Handing in all tasks on time and completed to the best of their ability

In the event an extension is required, arrangements should be made, where possible, with the teacher at least 3 school days before the due date.

Note: If absent from class e.g. for sport, excursions, camps, music, VETiS, it is each student's responsibility to be organised and ensure that any missed work is completed and submitted by the due date, and that any tests are completed as soon as possible.

Where submitted work is deemed not to be the student's personal best work:

- Teachers will return work to students to be done again in any of the following cases:
- It is clearly below the standard at which the student is capable of working
- It is incomplete
- The student has not followed the instructions set out at the start of the task
- The presentation is poor, reflecting either a lack of effort or pride on the part of the student

Where work is not submitted:

- Incomplete work, late submission of work or work not deemed their personal best will result in the student being assigned to the relevant after school study session (Middle or Senior School) to complete the set work.

Senior School Assessment

Students enrolled in Unit 3 or 4 subjects:

- If a student misses a unit 3 / 4 SAC they require a medical certificate.
- The SAC will be rearranged for the next available after school session (Monday / Thursday). This is non-negotiable.
- The class teacher needs to liaise with the YLC to inform parents and ensure a medical certificate is provided.

- If a student doesn't attend the rescheduled session, they will not receive a score for the SAC. They still need to complete the SAC at a later date to determine whether they can be awarded an S for the outcome.

Students enrolled in Unit 1 or 2 subjects:

- If a student misses a Unit 1 / 2 SAC they require a medical certificate.
- The SAC will be rearranged for the next available after school session (Monday / Thursday). This is non-negotiable.
- The class teacher needs to liaise with the YLC re medical certificate / informing parents.
- If a student does not have a medical certificate but has parent approval for the absence, they can reschedule the SAC on the next available session – but for an S only.
- If a student does not attend the rescheduled session they will receive N for the SAC. It may be possible to redeem this N (to an S) in the end of semester exam (in order to achieve an S for the unit).

Year 10 Subjects:

- If a student misses an assessment, they must have parent approval for the absence in order to be able to reschedule the assessment. If they do not have parent approval, they will receive N/A for this task.
- The assessment must be rescheduled for the next available session (Monday / Thursday). This is non-negotiable.
- The class teacher needs to liaise with the YLC re parent approval / informing parents.
- If a student does not attend the rescheduled session (without good reason), they will receive N/A for the learning task.
- Achieving an N can affect promotion to Year 11 / subject selection.