



Assessment Submission – MYP Procedure

1 EXECUTIVE RESPONSIBLE

Director of Teaching and Learning

2 THIS PROCEDURE APPLIES TO:

Students in Years 6 - 8

3 PROCEDURE

Across the curriculum areas, at varying times each semester and in increasing frequency through the year levels students will be asked to work on individual assignments as assessment pieces. The assessment pieces are opportunities for students to reflect on and demonstrate their learning within a subject area.

Whilst a significant amount of class time will be devoted to teaching and developing the ideas and processes expected within an assignment, a large part of the assignment will be completed out of class time. The following are Middle School guidelines for the submission of assignments to ensure equity of opportunity.

Due date: All assignments due for assessment will have a clearly articulated hand in or due date.

Extension: There may be circumstances, individual or group, when an extension to a due date is warranted. Consultation with the subject teacher prior to the due date is the process to determine an extension.

Submission format: The format for submission will be clearly articulated in the assignment outline. Formats may include: online submission, physical document handed to the teacher or a performance / presentation assessment.

Non-Submission: Assignments not submitted on the due date will result in a contact email being sent to parents indicating a failure to submit on time. An extension of 1 day will be offered and a late submission note entered in SEQTA.

If a completed assignment is not received following the 1 day extension the student will be asked to submit any work they have done on the assignment to that point and will be marked on this submission.

There will be no grade or marks penalty for a late submission, other than that attributed to missing or incomplete work. Teacher judgement should be used where possible.