

1 Assessment Task Distributed

Teacher's role:

- Unpack task requirements and deadlines
- Revise academic integrity standards and AARA processes

Student's role:

- Record due dates in student planner
- Ask questions to clarify expectations

2 Class Drafting

Teacher's role:

- Set checkpoints
- Request work samples to monitor Academic Integrity
- Contact home if progress is not evident and implement supports as required
- Advise curriculum HoD of concerns

Student's role:

- Adhere to task checkpoints
- Request support if required
- Apply for an AARA, if applicable, after discussion with teacher and HoD

Teacher's role:

- Collect work by 5 pm on due date (Years 7, 8, 9)
- Collect work by 8 pm on due date (Years 10, 11, 12)
- Contact home if no submission is made
- Advise curriculum HoD of non-submissions (apply support and/or consequences)
- Senior students (Year 11 and 12) will not receive feedback on late submissions

Draft Due Date

3

Student's role:

- Submit completed work by 5 pm (Years 7, 8, 9)
- Submit completed work by 8 pm (Years 10, 11, 12)
- Apply for an AARA, if needed, **prior** to draft due date

4 Draft Feedback

Teacher's role:

- Provide feedback on drafts and/or conference with student
- Remind students of final due date

Student's role:

- Ask questions to clarify feedback
- Use feedback to improve their work and prepare for final submission

Teacher's role:

- Collect work by 5 pm on due date (Years 7, 8, 9)
- Collect work by 8 pm on due date (Years 10, 11, 12)
- Contact home if no submission is made
- Advise curriculum HoD of non-submissions (apply support and/or consequences)
- Negotiate new date for approved AARA

Final Due Date

5

Student's role:

- Submit completed work by 5 pm (Years 7, 8, 9)
- Submit completed work by 8 pm (Years 10, 11, 12)
- Apply for an AARA, if needed, **prior** to due date
- Sit exam at set time or provide reason for absence (senior students must provide a medical certificate)

6 Results and Feedback on Assessment Tasks

Teacher's role:

- Grade assessment using relevant marking guide/ISMG/criteria
- Advise students of result and provide feedback on strengths and areas for improvement

Student's role:

- Record feedback in the notes section of their student planners
- Seek clarification on feedback, if necessary