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1. Introduction

a. **GNLC Mission**

The mission of Good News Lutheran College is to provide a Christ-centred holistic education for all.

b. **Purpose of the Assessment Policy**

- To ensure that all GNLC students in Years 6 – 9 know the College's expectations about assessment and reporting
- To support students in their learning, as well as developing ATL skills such as organisation

c. **Why teachers assess students**

- To improve and provide information about student learning
- It can show what learning is and has taken place
- It helps teachers make plans to support students going forward

d. **How teachers grade assessment tasks**

Teachers use the same rubrics that are given to students. The rubric is a guide for them to decide on a grade for the work.

e. **How to understand MYP grades**

The numbers you see in the SEQTA marks book, are a bit like a code – they are linked with a description. So, look back at the rubric provided by your teacher, to see what each number means.

2. Procedures

a. **Assessment tasks and due dates**

During every unit of work, you will be assigned a summative task, which is a piece of work that is assessed against the MYP criteria. These have due dates which should be respected. Teachers will release the grades and feedback for the class within a two-week period, except in special circumstances.

b. **Academic Integrity**

When work contains ideas or information that come from a source other than yourself, you must give credit to these sources. The way that you give credit to these sources is in the form of a Bibliography. A Bibliography is a list of all material used in the preparation of your assignment. At GNLC, students are to present their Bibliographies in the Harvard style.

By being academically honest when you prepare and submit assessment pieces, you can develop and demonstrate IB learner profile attributes in the following ways:

- **Inquirer**, by engaging in authentic, creative inquiry and research
- **Knowledgeable**, by understanding how to reference the work of others effectively and therefore submit work that is academically honest
- **Thinker**, by using critical and creative thinking skills to use own and other's ideas in a way that does not result in academic malpractice
- **Communicator**, by clearly acknowledging where ideas come from in a bibliography using the Harvard referencing style
- **Principled**, by acting with integrity and honesty and taking responsibility for their own actions and their consequences

- **Reflective**, by considering each person's contributions in collaborative work and giving credit where it is due
- **Risk-taker**, by 'having a go' at following systems for being academically honest that may be a new experience for them

c. Extension requests

If a student requires an extension for an assessment, an application must be made at least 48 hours in advance to the subject teacher. Subject teachers reserve the right to reject an extension application. See appendix 1, "Application for Assessment Extension".

A student can apply to have an extension of up to 3 days. If more than 3 days is required, this must be approved by the Head of Years.

In special circumstances, a student may apply for an extension within 48 hours of the due date. This application will require the approval of the Head of Years.

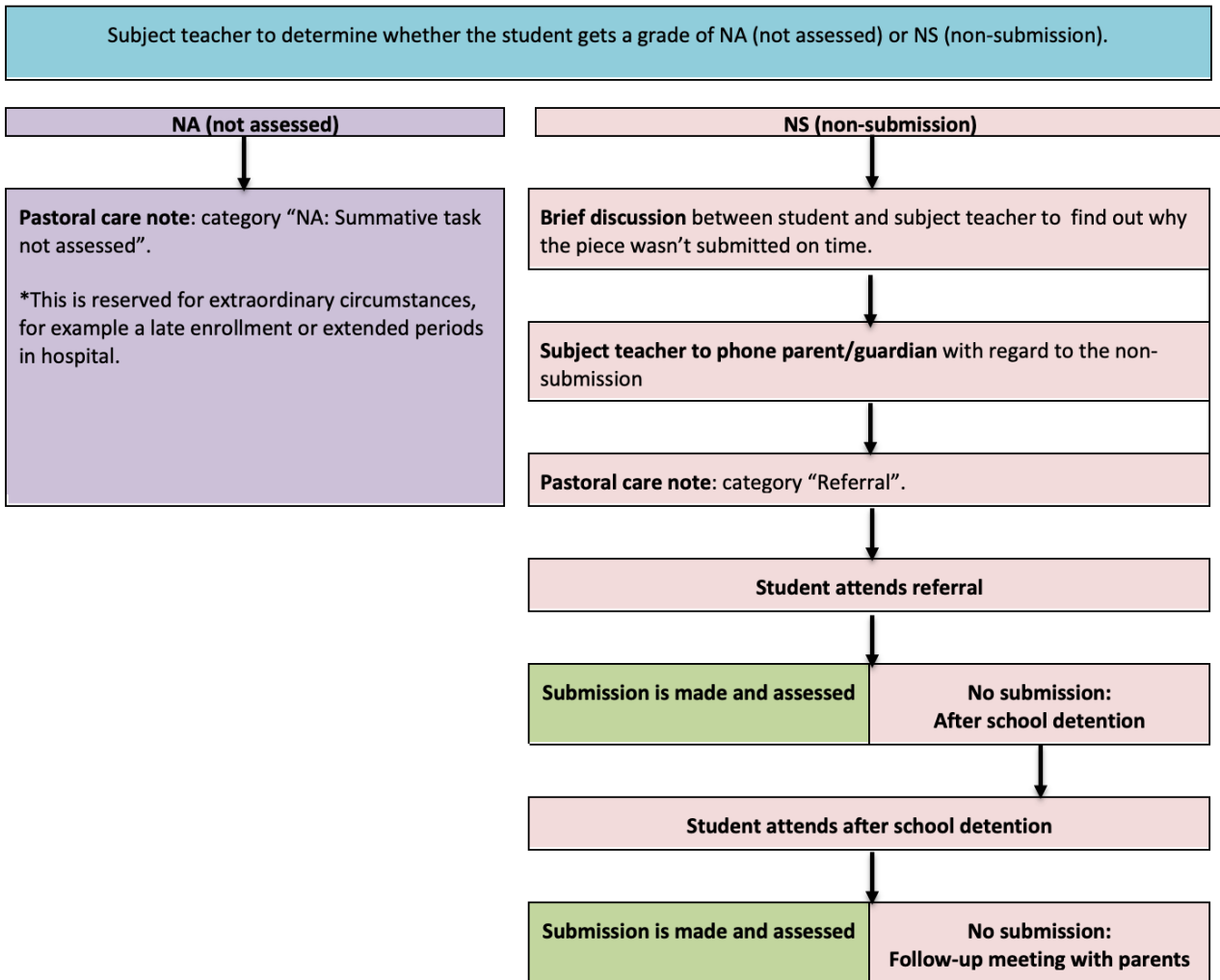
d. Non-submission of summative tasks

When MYP students miss a due date for a summative assessment task (an assessment that contributes to the students grade in that subject) the process outlined in appendix 1 is followed by MYP subject teachers.

Appendix 1. Process for non-submissions of summative tasks

Process for non-submissions of summative tasks V.4

When assessment tasks are not submitted on the due date **and there is no extension**, MYP teachers follow these steps:



Appendix 2. Application for Assessment Extension

MYP Application for Assessment Extension

MYP students may apply for an extension of up to 3 days past the due date. This application form must be completed a minimum of 48 hours prior to the due date and returned to the subject teacher. If applying in emergency circumstances in less than 48 hours before the due date, return this form to the Head of Middle or Senior Years, as appropriate.

Name _____ **PC Class** _____

Subject Teacher _____

Assessment Task Title _____

Date Due _____

Reason for Application

Outline the circumstances that have prevented you from completing the assessment task by the due date.

Student's Signature _____ **Date** _____

Determination: Approved / Not Approved

Reason if not approved:

Subject Teacher's Signature _____ **Date** _____

3. Acknowledgement

This policy document also acknowledges the contributions of a similar document from Good Shepherd Lutheran College in Darwin, Australia.

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