



Stage 6 Assessment Submissions

FACT SHEET

- Assessments Tasks must be sat during the time specified on your notification.
- Assessment Tasks must be submitted by the date/time specified on your notification.
- Any accepted late submissions will incur a penalty of 10% on the first day and 20% each subsequent day.
- Late arrival to an Assessment Task will incur a time penalty – no extra time will be granted.
- Zero marks are awarded for plagiarism or cheating.
- You must attend school on the day prior to an assessment task.
- You must attend ALL scheduled lessons on the day of an assessment task.

Absence due to illness/misadventure

WHAT DO I DO?

1. See the illness/Misadventure Flow Chart in your Student Assessment Handbook

Late arrival to an Assessment Task

WHAT DO I DO?

1. See the Deputy and complete an Assessment Application Form *after* completing the task (see your Student Assessment Manual).

TURNITIN

If you are unable to submit a task to *Turnitin* on time, you must email it to HGHS: hornsbysgir-h.school@det.nsw.edu.au with the subject heading: NAME OF SUBJECT + YOUR NAME so that the submission time is recorded. When you are next at school you must go to the Bank Office to collect the hard copy that was submitted through *Turnitin*.

NOTE:

1. An Application for special consideration is NO GUARANTEE that it will be granted.
2. Only in exceptional circumstances will an extension of time be granted for a hand-in assessment task.
3. For more details see the Student Assessment Manual.