

ALL STUDENTS: Assessment Rules

- A. All Assessments must be submitted with a signed cover sheet
- ◆ all sections completed & signed
 - ◆ must be in business format - **spelling , grammar and business format form part of the assessment.**
 - ◆ word processed or hand written:
 - ◆Must be neat & legible
 - ◆using blue or black pen
 - ◆**on clean white lined paper.**
 - ◆ **Diploma /Adv Dip must be word processed, printed double sided .**
- B. Students must keep a copy of all submitted assessment and other written work in their portfolio. **Portfolios must be submitted no later than 1 week before end of each term/course.**

Assessments will not be accepted or marked:

1. **IF untidy, illegible, not in a business format or apply on paper torn from a note book.** - Teacher will not accept. Rewrite assessment. Late penalties to apply
2. **Plagiarism** - **Marked NYC. Rewrite assessment. Late penalties apply -unit failed**
3. **IF assessments are submitted late. IF submitted more than 1 week late** - **penalty fee \$100 per Assessment to be paid before it is marked**
- Student must extend course & pay for unit missed
4. Students who:
 - do not attend the unit Lessons,
 - do not participate in all required class activities
 - do not present an acceptable Portfolio of evidence showing research & study.- may **not** request assessment pack
- Student must extend course & pay for unit missed

Assessments must be submitted & marked within the limits set by teacher.

If Not Yet Competent

- 1 resubmission allowed within 1 week of original submission
- **resubmission may not be accepted late.**

If still Not Competent

- **Student will have to extend course & pay for unit extension.**