



## ACT BOARD OF SENIOR SECONDARY STUDIES

### Declaration of Original Work

#### To be used for both hard copy and electronic submissions

- The purpose of this sheet is to remind you that all work that you submit must be your own and not be plagiarised from other sources.
- This sheet must be completed and stapled to the front page of the assessment item.
- Sign only if you understand what you have read. Ask a teacher, parent or carer/guardian if you need help to understand what this statement means. Refer to BSSS publication:

[Academic Integrity: Student Guide](#)

Student name:		Student ID:	
Teacher name:		Course:	
Unit:			
Assignment name:			
Date due:			
I understand the policies on academic integrity of both the school and the Board of Senior Secondary Studies. I certify that: (a) the work that I have submitted is my own work and has not been submitted for assessment before; (b) I have kept a copy of this assignment and all relevant notes and reference material that I used in the production of the assignment; (c) I have given references for all sources of information that are not my own, including the words, ideas and images of others.			
<b>Student signature (for hard copy submissions):</b>			
<b>Student name (for electronic submissions):</b>			
<b>Date submitted:</b>	<b>/2021</b>	<b>Teacher's initials:</b>	

(This information will be managed in accordance with the provisions of the Privacy Act and the Freedom of Information Act.)



### Receipt of Assignment

[Student to complete all details except Teacher's Signature, Date Received and Time Received, then remove and keep as proof of submission after teacher has signed]

Student Name:		Student ID:	
Course:		Unit:	
Assignment Name:			
Received by (name):		Signature:	
Date Received:		Time Received:	

# **ACT Board of Senior Secondary Studies (ACTBSSS) policies on late submission of work and completion of assessment items.**

(ACTBSSS Policy and Procedures Manual (<http://www.bsss.act.edu.au>)).

## **4.3.10 Late Submission of Work (Non-Test Tasks)**

Students are encouraged to submit work on time as this is a valuable organisational skill and a key tenet of assessment condition standardisation. Students are also encouraged to complete work, even if it is late, as soon as possible after the due date. The following policy is to ensure equity for all students:

- All assessment tasks are expected to be submitted by the specified due time and date. Unless otherwise stipulated, the due time is 4.00pm for the physical submission of assessment and 11:59pm for the digital submission of assessment, on the due date.
- Unless there are exceptional circumstances, students must apply for an extension to the specified due date in advance, providing due cause and adequate documentary evidence for late submission.
- Where marks are awarded for assessment tasks, a late penalty will apply unless an extension is granted. The penalty for late submission is 5% of possible marks per calendar day late, including weekends and public holidays, until a penalty of 35% or the notional zero is reached. If an item is more than 7 days late, it receives the notional zero score (Refer to 4.3.11 Notional Zeros). Submission on weekends or public holidays may not be acceptable if a physical submission is required. This should be clearly stipulated to students.
- Where marks are not awarded, and a grade only is given for an assessment task, teachers will take into account the extent to which students have demonstrated their ability to complete and submit the task by the due date (taking into account any extensions granted) in awarding the grade.
- It may not be possible to grade or score work submitted late after marked work in a unit has been returned to other students. Work not submitted by the time marked work is returned to other students may be declared as 'Not submitted'. Students should be made aware in writing if this will be less than 7 days after the due date and any granted extensions.

The policy is to be stated on assessment tasks and drawn to the attention of students.

## **4.3.9 Completion of Assessment Items**

Students are expected to substantially complete and submit all assessment items.

Exemption from an item and/or alternative assessment without penalty is available to students providing adequate documentary evidence.

In order to meet the minimum assessment requirements of a unit, a student must substantially complete and submit at least 70% of the total assessment.

However, the principal has the right to exercise discretion in the award of a grade or score in special circumstances where satisfactory documentation is supplied.



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