Work Submission and Satisfactory Completion Policy

Bayside Christian College ("College") exists to support and assist Parents in their God-given task of educating their children. In developing within children personal attributes such as individual responsibility, high standards, punctuality and completion of tasks, the College assists Parents in equipping and preparing students as disciples of Christ to serve their communities wherever they may be.

This policy applies to all teaching staff and students from Prep to Year 11 enrolled at the College (for students undertaking VCE or VCE-VM subjects in Years 10 and 11, see specific handbooks). In Year 12, the VCAA assessment guidelines precede Government reporting and outcomes.

1. **Policy Statement**

   This policy will be applied consistently across the College and aims to promote a culture that is equitable to all students and establishes procedures that empower students to take personal responsibility for their learning and work submission, assists students to understand the importance of punctuality and completion of tasks, and promotes the establishment of effective study routines. The policy communicates to Parents, students and staff:

   - timeline requirements for assessment task submission

   - what constitutes a satisfactory grade

   - the requirement that all assessment tasks must be the student's own unless specified by the teacher

   - how to seek extensions or resubmit assessment tasks

   - consequences of late submission, plagiarism, non-satisfactory assessment tasks

2. **Application**

   This policy applies to Parents, students and staff at the College.

3. **Definitions**

Word/s	Definition
Artificial Intelligence (AI)	AI is the ability of a computer system to perform tasks that would normally require human intelligence, such as learning, reasoning, and making decisions. AI encompasses various specialised domains that focus on different tasks. Examples include Machine Learning, which enables computers to learn from data; Computer Vision, allowing them to interpret visual information; and Natural Language Processing, for understanding and generating human language.
Collusion	The unauthorised act of a student presenting work, which is the outcome of directly working with others as his or her own.
Cooperative Learning	The formal process of students interacting to enhance their learning outcomes and is encouraged.
Generative AI	Generative AI, often referred to as Gen AI, is an emerging field within AI that creates new content such as text, images, voice, video, and

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Word/s	Definition
	code by learning from data patterns. Notable examples include ChatGPT and Google's Bard.
Group Work	The authorised act of a group of students producing either a common assessable work or an individually assessed piece of work as part of a larger project.
Intentional Plagiarism	Plagiarism associated with intent to deceive.
Plagiarism	The presentation of the works of another person / other persons / Artificial Intelligence as though they are one's own by failing to properly acknowledge that person / those persons / the source material.
Unintentional Plagiarism	Plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing/acknowledging others' work or sources (still a breach of this Policy).

4. Satisfactory Grade

- Assessment tasks are graded on an A to NA.

- A '+' sign may be used to indicate higher achievement within the band:

- Grades and Percentage Values for Reporting on Assessment Tasks in Years Prep to Year 11 are as follows:

Grade	Percentage	Outcome	Achievement Reported
A +	90 – 100%	Demonstrably working 12+ months ahead in this area of the curriculum	Well Above
A	80-89%	Demonstrably working 12 months ahead in this area of the curriculum	Well Above
B +	75-79%	Demonstrably working 6-12 months ahead in this area of the curriculum	Above
B	70-74%	Demonstrably working 6 months ahead in this area of the curriculum	Above
C+	60-69%	Demonstrably working at the expected level 6 months ahead in this area of the curriculum	At Standard
C	50-59%	Working at the expected level in this area of the curriculum	At Standard
D +	45-49%	Demonstrably working up to 6 months below the expected level in this area of the curriculum	Below
D	40-44%	Demonstrably working at 6 - 12 months below the expected level in this area of the curriculum.	Below
E+	35-39%	Demonstrably working 12 - 18 months below the expected level in this area of the curriculum.	Well Below
E	30-34%	Demonstrably working more than 18 months below the expected level in this area of the curriculum.	Well Below
UG	<30% (Ungraded)	Work not able to be assessed due to insufficient evidence.	Not Assessed
NA	0% Not Assessed	Work not submitted	

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5. **Assessment Task Results**

- For the student to demonstrate a satisfactory understanding, a minimum pass grade for assessment tasks is 50% or 'C'. This may not apply to some students on Independent Learning Plans (ILP).

- The grading method must be clearly communicated to students before the assessment task is undertaken and at least two weeks prior to the assessment due date. This must include assessment tools such as;
    - the use of rubrics;
    - key skills or criteria;
    - marking bands;
    - exemplar examples.

Examples of assessment tools can be found at on the Education Department's website.

- Secondary Teachers are to use an assessment weighting scale in the student Learning Management System (LMS) to ensure clear communication of each task's value as part of the overall course. Students must receive an overall 50% for each semester to receive a satisfactory pass or "S" for the semester's work. From Year 7 to Year 10, Course Tasks for each semester must total 100%.

- Secondary Students who are awarded less than 50% for an assessment task will be required to re-sit the task (unless an ILP applies). This will happen in communication with parents and after consultation with the teacher.

On satisfactory re-completion of this task:

- Years 7 and 8 students will receive a grade of 'C'.

- Years 9 to 12, the initial mark remains. A satisfactory pass will be recorded.

- The resubmission of the assessment task must be reported in the formal feedback section on the LMS.

6. **Weighting**

- Weightings do not apply in the Primary Sector.

- All Secondary courses should have at least three different assessment types. The number of assessments across a Semester is to be communicated each year.

- Years 7-8: Assessments are worth no more than 50% each.

- Year 9: Assessments are worth no more than 50% each. Exams are worth no more than 20% of the total grade.

- Year 10: Assessments are worth no more than 50% each. Exams are worth no more than 30% of the total grade.

- Year 11: Assessments are worth no more than 40% each. Exams are worth no more than 40% of the total grade.

- Year 12: Assessment levels and external Exam weightings are determined by VCAA as per Study Designs.

7. **Semester Report Grades**

On Semester Reports Prep – Year 10, the College reports according to the Australian Curriculum Standards.

The reported Australian Curriculum Grades are:

- A - Well Above is 12 months or more above the expected standard (i.e. Year 9 producing Year 10 Australian Curriculum Standard work)

- B - Above is 6 months ahead (i.e. Year 9 mid-year producing work level expected by the end of Year 9 Australian Curriculum Standard)

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- C - At Standard (i.e. doing everything well and at the Australian Curriculum Standard)

- D - Below is 6 months below standard (i.e. Year 9 mid-year working at the end of Year 8 standard)

- E - Well Below is 12 months or more below standard- (i.e. Year 9 producing work at the beginning of Year 8 standard or lower)

To attain a grade significantly above or below the standard, a student must demonstrate proficiency across all relevant indicators outlined in the Australian Curriculum Standard for that subject area.

If a student is given an A or E, it must be moderated with another teacher and agreed that the student is 12 months or more above or below the standard level.

Students must have an ILP goal for that subject if receiving Es.

When assessing work according to Australian Curriculum standards, assessment or exam grades do not necessarily align directly with the standards. The results recorded in the end-of-semester reports must be an on-balance judgement of the student's achievement across the range of learning experiences presented.

8. **Assessment Tasks**

It is expected that teachers clearly communicate major assessment task due dates to students at least two weeks before the submission date through means such as the LMS, verbal communication, diary use, and having the task due date included on the task instruction/marking sheet. In Secondary, all assessment tasks must be put on the shared assessment calendar at the commencement of each semester (minimum) to ensure an even spread for students to balance workload and wellbeing.

9. **Extensions**

- Extensions must be sought by the student by applying directly to the classroom teacher well before the submission date. This is usually done verbally or by email.

- No penalty will apply if the teacher approves an extension.

- Parents may also apply to the subject teacher on the student's behalf if the student is unable to do so.

If granted, the extension date will be recorded on the LMS.

10. **Late and Non-Submission Consequences**

First non-submission of an assessment task per subject, by the due date, per semester: Parent communication from classroom teacher (written or verbal), Coordinator is made aware of non-submission of work.

Students who do not submit on the due date without an approved extension will be required to attend homework club/catch-up sessions until the task is completed.

Year	Consequences
Years 5 / 6	Projects should be submitted in class on the due date. An extension of one week is granted with no impact on final grading. A written request from a parent via email is required for the extension to be granted. Later than one week, the result will be NA.
Years 7 / 8	Work not submitted on due date, 5% of the total lost up to one week late. Later than one week, the result will be UG.
Years 9 / 10	Work not submitted on due date, 10% of the total lost up to one week late. Later than one week, the result will be UG.

11. **Overdue Submissions**

If a student submits work late and it would have earned a passing grade (above 50%) had it been on time, the final mark will be recorded in the LMS as-is, even if it falls below 50% due to penalties. Feedback should specify the grade the student would have earned without the late penalty.

If a late submission scores below 50% (C), the student must demonstrate understanding of the material through alternative means (e.g., a different task, oral explanation, or resubmission). The final mark will

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reflect the earned grade minus any late penalty, even if this results in an E or UG. Feedback should note the grade the student would have received if on time.

11.1. Submissions More Than Two Weeks Late:

Work submitted more than two weeks late will receive a mark of UG. However, students must still demonstrate a satisfactory understanding of the content, and feedback should state the grade they would have received had the work been submitted on time.

11.2. Repeated Late Submissions:

If a student consistently submits work late, the teacher should escalate the matter to the Coordinator, who will then arrange a meeting with the parents to discuss further support and possible consequences.

11.3. Parental Communication:

If any of the unsatisfactory submissions above apply to a student, teachers are to contact parents and ensure they are aware of what is taking place (e.g. re-test, re-submit, ungraded). Parents/Carers should always be well informed when the end of semester report indicates a grade below a C for a student.

12. Plagiarism

12.1. Student Responsibilities

- Students have the responsibility to ensure that all submitted work is their own.
- Students must acknowledge all sources of information, including print and non-print texts, in a bibliography at the end of their assessment task.
- Where help has been sought, students must acknowledge the assistance they have received in submitting work, including parental, peer, tutor, or AI/Generative AI support for editing, corrections, or improvements.
- Students who knowingly assist another student to plagiarise may be penalised.
- Students must refrain from cheating on exams or assisting others to do so. Penalties will be applied at the discretion of the College.

12.2. Occurrence of Plagiarism:

- If the plagiarism was unintentional, a meeting will be held with the class teacher to review correct referencing/acknowledging practices.
- For the first instance of intentional plagiarism, a documented student meeting is held with the subject teacher and Coordinator.
- Parents are notified via telephone or email and through the appropriate College form. An academic panel meeting will be arranged to discuss the matter further. The instance of intentional plagiarism must also be communicated to the Coordinator.
- In all cases, students will receive a UG grade for plagiarised work; this can be redeemed by completing a modified task on a due date set by the subject teacher.
- The student is to resubmit the modified/alternative task in the form requested by the classroom teacher. Teachers are to communicate the modified task using the written feedback system on the LMS.
- Students must submit the modified task at a Satisfactory level (50%). The maximum a student can receive upon resubmission is Satisfactory (50%).
- Teachers will use the weighting/scale in the LMS for each assessment task. Failure to submit a modified task may impact the student's overall S or N Semester result.
- For repeated instances of plagiarism, the Head of Teaching and Learning or Head of School will be notified, and the student's ongoing enrolment at the College will be reviewed during a meeting with the parents.

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13. Related Documents

Improved Student Learning Outcomes

Unsatisfactory Grade – Secondary Satisfactory Submission of Work

Plagiarism of student work – Secondary Satisfactory Submission of Work

Approver   College Leadership

Authoriser College Executive