



# Carmel Adventist College Academic Policy

*Last Updated 20 June 2016*

Learning is the heart of the schooling experience. At Carmel Adventist College we value the spiritual, physical, social and academic growth of our students. The following guidelines have been designed to prepare students with the knowledge and skills to pursue their chosen career path and lead lives of service.

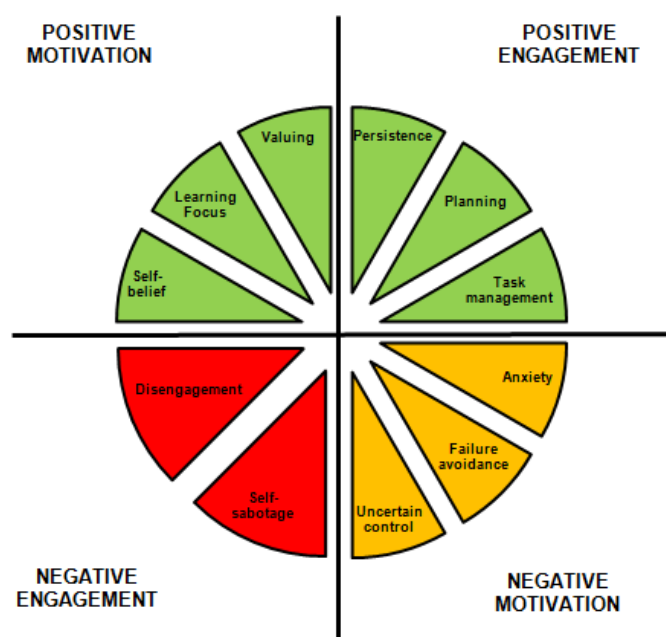
## ACADEMIC SUCCESS

There are a number of factors that contribute to the academic success of students.

Martin (2013) identified four key areas that influence academic success:

1. Positive motivation (thoughts): self-belief, valuing, learning focus;
2. Positive engagement (behaviours): planning, task management, persistence;
3. Negative motivation (thoughts): anxiety, failure avoidance, uncertain control;
4. Negative engagement (behaviours): self-sabotage, disengagement.

When students, parents and teachers work together to promote positive thoughts and behaviours and decrease negative thoughts and behaviours, to ensure each student achieves their potential.



**The Motivation and Engagement Wheel**

Source: <http://www.lifelongachievement.com/the-wheel-i7>

## ASSESSMENTS

The course outline for each subject will contain the approximate dates for each assessment task in the field of study. In manual subjects this may take the form of a list of proposed activities. Each teacher is responsible for ensuring that the course outline for each subject is available for both students and parents at the commencement of the course of study. This may be at the beginning of each school term or at the beginning of each semester. Teacher discretion may be used to alter due dates when facilitating the learning process.

## SPECIAL CONSIDERATION

Some students have special educational needs. These students will be provided with alternative or modified opportunities to demonstrate their knowledge, skills and understanding in accordance with the School Curriculum and Standards Authority guidelines and student's Individual Education Plan. Special provisions may also be granted when completing assessments. This includes examinations.

## EXTENSIONS and EXEMPTIONS

Students are responsible for the completion and submission of each of their assessment tasks on time. Understandably at times there are extenuating circumstances that prevent students from meeting assessment task due dates.

Acceptable circumstances include:

- Serious sickness or injury (supported by a medical certificate)
- Family crisis or major upset (supported by a written statement from a responsible adult)
- Unforeseeable events of hardship or trauma (the teacher in consultation with the Director of Studies will decide if the reason is acceptable)

In any of these instances it is the responsibility of the student to negotiate extensions/exemptions in consultation with their classroom teacher.

## LATE ASSESSMENTS

If a student arrives late to an assessment (such as a test or exam) they will be permitted to complete the assessment task in the time that remains. No alteration will be made to the result achieved to compensate for lateness.

Where an assessed task is not sat/submitted on the due date school students will be subject to the following penalties:

- Students will incur a 10% deduction from their assessment grade per school day to a total deduction of 50%.
- All assessed tasks will be graded out of 100% before the relevant deduction is made.

*Table 1: Late Assessment Penalties*

Late Submission of Assessed Task	Action to Be Taken	Maximum Deductions from Overall Grade
Due Date	Parents to be Informed	0%
1 Day Late	Parents to be Informed	10%
2 Days Late	Parents to be Informed	20%

3 Days Late	In-school Academic Detention	30%
4 Days Late	In-school Academic Detention	40%
5 Days Late	At-home Academic Suspension	50%
6 Days Late	Meeting with Administration	50%

Where a student fails to submit an assessment task on time the classroom teacher is responsible for informing the parents/caregivers of the student at the earliest opportunity. This action will take the form of either an email or phone call.

Where contact with parents/caregivers has been made, and the assessment task has still not been submitted within the allocated three late days, the Director of Studies is to be informed. The Director of Studies is then responsible for contacting the parents/caregivers of the student to inform them that their student will serve an in-school academic detention, during lunchtime and/or Sport. If the assessment is not completed after two in-school academic detentions, then students will serve an at-home academic suspension. Academic suspensions will be permanently documented in the student record system at the College.

Once academically suspended, a student must submit all assessed tasks to the Director of Studies upon their return to the College.

If an academically suspended student does not return to the College within three days of the beginning of the suspension the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

### **Practical Subjects**

Due to the practical nature of some assessment tasks in the Art and Technologies courses it is not feasible to follow the above protocols for late submission.

In these instances the teacher will facilitate arrangements with both parents and students where an assessment deadline is unable to be met. This will usually involve the student completing the assessed task in either break times (including recess and lunch), or outside of school hours.

If an assessed task in a practical subject contains written sections then the above consequences listed in the late assessments section of this policy will apply.

### **EXAMINATIONS**

Students are required to attend scheduled examinations. Arrangements may be negotiated for exceptional circumstances but must be done prior to the examination date. These requests must be made in writing to the Director of Studies. Family holidays will generally not be accepted as an exceptional circumstance.

It is a requirement that students are required to wear full school uniform when completing examinations. Students who fail to comply with this request and do not have an appropriate explanatory note from a parent can be excluded from participating in tests or examinations.

### **PLAGIARISM, CHEATING and DECEPTION**

Students are encouraged to maintain their integrity by completing and submitting work that is their own. Matters involving plagiarism, cheating and deception will be permanently documented in the student record system at the College.

## Plagiarism

The student diary contains guidelines designed to encourage students to develop the skills to appropriately acknowledge the sources of information used when completing an assessment task. This is known as referencing. Plagiarism occurs when a student does not reference their sources of information or references them incorrectly.

Acts of plagiarism include:

- Copying any part of a document, song or video
- Using another person's ideas, results or conclusions
- Summarising another person's work
- Submitting substantially the same final version of an assessed task as another student

Students who have been found guilty of plagiarism will be required to resubmit their assessed task and will also be subject to the following penalties:

- First Occurrence: Students will incur a 20% deduction from their assessment grade.
- Second Occurrence: Students will incur a 50% deduction from their assessment grade.
- Third Occurrence: Students will incur a 100% deduction from their assessment grade.
- All assessed tasks will be graded out of 100% before the relevant deduction is made.

Table 2: Plagiarism Penalties

Plagiarism	Action to Be Taken	Deductions from Overall Grade
First Occurrence	Parents to be Informed	20%
Second Occurrence	Academic Suspension	50%
Further Occurrences	Meeting with Administration	100%

Where there is evidence of plagiarism the classroom teacher is responsible for informing the parents/caregivers of the student at the earliest opportunity. This action will take the form of either an email or phone call.

Once contact with parents/caregivers has been made the Director of Studies is to be informed. On the first occurrence the Director of Studies is then responsible for contacting the parents/caregivers of the student to ensure that the assessed task is completed within the week. For second occurrences, the Director of Studies will contact the parents/caregivers to inform them that their student will serve an out-of-school academic suspension effectively immediately until the assessed task is resubmitted. Academic suspensions will be permanently documented in the student record system at the College.

If a third occurrence of plagiarism arises the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

In all cases of plagiarism students must submit all assessed tasks to the Director of Studies.

It is important to note that encouraging or assisting another student to commit plagiarism may also attract the same penalty as the student who plagiarises.

## Cheating

Cheating may include but is not limited to:

- A student copying the work of another student and handing it in as their own

- Notes from another student being used when completing an assessed task
- Unauthorised material being used during a test or examination

Where there is evidence that cheating has occurred the staff member will present this evidence to the Director of Studies. Students found to be cheating will incur a deduction of 100% from the relevant assessed task and the Director of Studies will contact the parents/caregivers at the earliest opportunity. This action will take the form of either an email or phone call.

If a second occurrence of cheating arises the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

*Table 3: Cheating Penalties*

Cheating	Action to Be Taken	Deductions from Overall Grade
First Occurrence	Parents to be Informed	100%
Further Occurrences	Meeting with Administration	100%

## **Deception**

Any deliberate act designed to deceive a staff member carries a severe penalty. Students involved in deception will incur a deduction of 100% from the relevant assessed task and the Director of Studies will arrange a meeting with the student, their parents/caregivers and the Principal to discuss the student's enrolment status.

Acts of deception include but are not limited to:

- Falsification of medical certificates or notes
- The forging of a parents/caregivers signature

*Table 4: Deception Penalties*

Deception	Action to Be Taken	Deductions from Overall Grade
First Occurrence	Meeting with Administration	100%

## **CHANGING SUBJECTS/COURSES OF STUDY**

Students are not generally permitted to change subjects/courses of study after the first month as this may place a student at risk of not completing the requirements. Therefore changes will only be considered in exceptional circumstances and assessed on a case-by-case basis.

When a student transfers from another school credit will be given for completed work in the same subjects/courses of study. Appropriate evidence must be provided in such cases.

## **HOMEWORK**

In completing a course of study students may be required to finish uncompleted work or undertake extra work at home. The length of time spent on homework will vary for each student and will naturally increase through each year level.

## **REPORTING**

Feedback will be regularly given to students as to their progress throughout their subjects/courses of study. Under normal circumstances assessed work will be returned to the student within two weeks of the due date.

Teachers will maintain regular contact with parents or caregivers to provide feedback on student progress. Also, a member of staff will make contact if a student is at risk of not achieving their potential, completing subject requirements or meeting the WACE requirements.

Formal reports are issued at regular intervals throughout the school year.

- An interim report is issued towards the conclusion of Term One. An interview evening is scheduled at this time. This report is intended to only indicate whether students have settled into their course of study in a satisfactory manner or otherwise.
- Comprehensive reports are issued at the conclusion of each semester. Mid year reports form the basis for a discussion of student progress at the scheduled interview evening. Final reports are distributed at the College graduation program.

## **LIBRARY RESOURCE CENTRE**

The Library Resource Centre recently underwent a refurbishment in 2010. It operates during school hours each day of the academic year. At present only staff and students are able to borrow resources.

The purpose of the Library Resource Centre is to enhance teaching and student learning within the total program of the College by providing opportunities for students to develop information skills. It provides a welcoming, attractive and stimulating environment that promotes individual development, self-discovery and the active pursuit of learning. A quiet atmosphere conducive to study is maintained at all times.

## **REFERENCES**

Martin, A. (2013, December). From will to skill: The psychology of motivation, instruction and learning in today's classroom. Retrieved May 22, 2016, from <https://www.psychology.org.au/inpsych/2013/december/martin/>