



Assignment Procedure

1. **Presentation of assignments is important** – these things should be given careful consideration:
 - spelling
 - logical sentence construction
 - paragraphing
 - neat hand writing or double spaced typing
 - referencing (Harvard method – see 2006 Diary)
 - bibliography
 - title page
 - task sheet

Your assignments must be presented on paper not a computer disk.

2. **Plagiarism**
 - is taking the work of another person and passing it off as your own – the work is theirs, therefore you will receive **no credit** for it.
3. **Extensions should be requested before the due date**
 - extensions will always be given if they are justified. Extensions will be approved by Assistant Principal Curriculum.
4. **Assignments are due in the lesson on that day:**
 - so receipt of them can be formally recorded
 - and simply **THEY SHOULD BE FINISHED**
 - teachers will record information on a class list

5. **Assignments not submitted on due date:**

As a matter of justice and equity, certain procedures must be followed.

