ASSESSMENT DECLARATION FOR STUDENTS

This declaration is to be completed and signed by the student when he or she has read and understood the rules for undertaking SACE Board assessments at Stage 1 and Stage 2. The declaration is to be verified by the SACE coordinator, the principal, or the principal’s nominee.

BREACH OF RULES

An infringement of any of the rules or conditions listed in this information sheet is a breach of the rules, and penalties may apply. Your marks for an assessment task, an assessment component, or a subject may be cancelled or amended, as determined by the SACE Board. If you are in breach of the rules in an external examination, you will have your marks for the examination cancelled or amended, and be liable to such further penalty, whether by exclusion from future examinations or otherwise, as the SACE Board determines.

Supervision and Verification of Student Summative Assessment Work

The rules for undertaking SACE Board assessments enable the SACE Board to verify that the work presented by you is your own work, and where work is not your own, that it is appropriately acknowledged. The SACE Board requires teachers to verify that the work presented for assessment by students is the students’ own work. A breach of the policy on the supervision and verification of student summative assessment work is a breach of rules.

STUDENT’S DECLARATION

I have read and understood the rules for undertaking SACE Board assessments at Stage 1 and Stage 2.

Name of student __________________________________________ SACE registration number

Signature of student ________________________________________ Date ____________

School ____________________________________________________

VERIFIED BY SACE COORDINATOR OR PRINCIPAL (OR NOMINEE)

Signature of SACE coordinator or principal (or nominee) _______________________________

RULES FOR UNDERTAKING SACE BOARD ASSESSMENTS AT STAGE 1 AND STAGE 2

The following rules apply to school-based assessment and external assessment. Some assessments are directly supervised by your teacher or other supervisors; others are indirectly supervised by your teacher or other supervisors.

Rules for Undertaking SACE Board Assessments That Are Directly Supervised

For assessments that are directly supervised by your teacher or other supervisors, any infringement of the following conditions is considered a breach of rules. You must not during an assessment:

• submit work that is not your own;
• have in your possession any book or notes (apart from the materials permitted for that test, assignment, or examination), or any other means that would improperly help you in your work;
• have in your possession any electronic device (including mobile phones and electronic dictionaries) apart from approved calculators (where permitted);
• directly or indirectly help any other student;
• permit any other student to copy from or otherwise use your papers;
• directly or indirectly accept help from any other student;
• use any papers of any other student;
• by any other improper means whatever, obtain or try to obtain, directly or indirectly, help in your work, or help or try to help, directly or indirectly, any other student;
• collude with another student to take your place in an assessment (e.g. an examination);
• be guilty of any breach of good order or propriety.

Your teacher will inform you if any materials are permitted for an assessment and if any special conditions apply.
Rules for Undertaking SACE Board Assessments That Are Indirectly Supervised

For assessments that are indirectly supervised by your teacher or other supervisors, any infringement of the following conditions is considered a breach of rules. You must:

• hand your work direct to your teacher (or follow a procedure outlined by your teacher) by the due date. Extensions may be negotiated with your teacher, but must be consistent with your school’s policy;
• conform to the requirements at each stage of development of your work as prescribed by the SACE Board or your teacher, and present your work during the developmental stages according to these requirements;
• clearly identify and reference the ideas or words used in your assessment that are from another person’s work. See the SACE Board website (www.saceboard.sa.edu.au) for the SACE Board’s guidelines for referencing;
• submit summative assessment work that is your own;
• not permit any other student to copy from or otherwise use your work;
• not use work of any other student (unless an assessment requires this);
• not collude with another student to undertake an assessment (e.g. an investigative report or a survey);
• not be guilty of any breach of good order or propriety.