

THE COMMERCIAL STUDIES DEPARTMENT

STUDENT GUIDE FOR THE PRESENTATION OF ASSIGNMENTS

-COMMERCE-

As part of the Commerce course students will be required to complete a number of formal assignments. These are in addition to the material covered in class and the more frequent smaller homework tasks. They are intended to complement the material covered in class. Consequently, these assignments will be carefully assessed and the mark gained will contribute significantly to the assessment program. It is in the interests of all students to attempt each assignment to the best of their ability and present it for assessment on the date required.

All assignments presented for assessment must conform to the following guidelines:

- * Handwriting must be legible. Do not print or present work in pencil. Word processing is certainly encouraged but is not compulsory.
- * Be free of spelling errors and capitals and punctuation correctly used.
- * Have a left hand margin of 20 mm, that is, wide enough for assessor's comments.
- * Have each page clearly numbered.
- * Be on A4 paper and written on ONE side of the paper only.
- * Have a title page showing the name/nature of the assignment, student and teacher names, year and date. In most cases it will be appropriate to include the assignment direction sheet as part of the covering title pages.
- * Staple (not paper slide/clip) all pages together at the top left hand corner.
- * Unless directed otherwise, DO NOT insert assignments in a plastic envelope.
- * Be the work of the student. An assignment which gives evidence to the contrary will incur a zero grade. The student may be asked to show cause as to why they should be allowed to continue in the course.
- * Be placed in the collection basket at the Social Science staff room by 9:00 am on the day due.

Students who choose not to present assignments as directed will come to the notice of the Head of Curriculum and the Dean of Studies who then initiate the procedure/s outlined in the handout *Year 10 School Certificate Assessment and Grading System*.

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