1. Safety

Science teachers are aware that some techniques and materials used in science classes are potentially dangerous; hence, a major objective of science teaching is to see that students develop a realistic appreciation of any such dangers and learn to use materials and techniques effectively and in a manner which ensures the safety of everyone and everything in the laboratory.

Accidents in laboratories generally result from an inadequate consideration of safety, so when preparing experiments, students must consider aspects of the experiment that might have a safety concern. Any behaviour that puts students, teachers, living specimens, or equipment at risk will not be tolerated.

There are basic safety rules displayed in each laboratory.

- No student is to be in any laboratory or preparation room without express permission from a Science teacher.
- No food or drink in any laboratory. *(Note: This means that students can not bring drink bottles into labs.)*
- No school bags are to be brought into a science laboratory.
- No sudden movements.
- No unauthorised experiments.
- Students must respond instantly to any emergency order.
- Students must not enter a laboratory unless they are wearing black ‘leather’ school shoes.
- Safety equipment, such as laboratory coats and safety goggles, must be worn when required.

Students coming to class wearing inappropriate footwear will be sent to retrieve their leather shoes. This will cause them to miss the beginning of the lesson. Teachers will note the transgression in their diaries. An inability to change into leather shoes has the following consequences:

First Offence - separation from the rest of the class, sitting just inside the door; exclusion from practical work; a warning; teachers will note the transgression in their diaries.

Second Offence – separation from class, exclusion from practical work; and a letter to parents that needs to be signed and returned.

Subsequent Offences - separation from class, exclusion from practical work; a letter to parents, and a Friday afternoon detention.

2. Working in Laboratories

The equipment and other resources used for practical work are prepared and presented to the class in a neat, organised way. Once collected, all equipment (especially microscopes) is to be transported and used with care. On completion of practical work, it is everyone’s responsibility to ensure that:

- all equipment etc is cleaned and returned to its correct location
- equipment etc is stored neatly and carefully
- benches are clean and dry
- sinks are free of debris
- rooms are left tidy
3. Classroom and Common Courtesies

Students are expected to show courtesy, respect and consideration for all other members of the community, that is, their teachers, other teachers, other BGGS staff members, guests of the school, their classmates, and students in other classes. In particular, they are asked:

- to be punctual to class;
- to abide by classroom expectations;
- to line up outside the classroom so that other students and teachers can move along the verandas without delay (junior students only);
- to remain standing on entering the room (junior students only);
- to refrain from touching the work of other students left in the laboratory over a period of time;
- to put chairs in when leaving the room;
- to turn off the lights if nobody is waiting to come into the room;
- to clean up after themselves in an effort to keep the labs clean and tidy; and
- to put the chairs up and turn the lights and computers off when the room is finished being used for the day.

4. Homework:

It is possible to identify at least three different types of homework:

1. **Set Homework** - This homework is set by the teacher in class to be completed by some time in the near future. Typically, this type of homework is given to provide students with the opportunity to evaluate (and perhaps extend) their understanding of the work covered in class or as preparation for the next lesson.

2. **Revision** - This type of homework is not usually instigated by the teacher. Instead it is the homework that students must work into their weekly plans to ensure that they revise and consolidate what they have learned so far. They must integrate individual ideas and concepts into an ever-expanding body of organised knowledge. This takes time but is imperative if students are to be successful.

3. **Assignment Completion** - Students frequently have an assignment or two in some stage of completion. They must learn to break the assignment task into a number of subtasks and then set aside time to complete each subtask. Students must avoid leaving assignment work until the last moment.

Year 8 and 9 students should complete about 15-20 minutes of homework per subject each night. Year 10 students will probably need to do a little more, say 20-25 minutes per subject per night. Students in the senior school need to determine their own study requirements.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Average time per week spent on Science homework (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>60</td>
</tr>
<tr>
<td>9</td>
<td>80</td>
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<tr>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>11</td>
<td>180</td>
</tr>
<tr>
<td>12</td>
<td>180</td>
</tr>
</tbody>
</table>
5. Assessment

The following principles have been taken from the School’s website. This file is available from Information for Current Parents at http://www.bggs.qld.edu.au/parents/2009-AssessmentPolicy.pdf

5.1 General Principles

Assessment practices at all levels reflect relevant elements of the School Design (2008-2011), and associated QSA policies, School Policies, procedures and guidelines. Assessment is managed in an accountable and transparent manner, clearly identifying pathways to resolve issues of difference.

- All students in Years 11 and 12 must complete mandatory assessment tasks since such tasks sample significant aspects of a course which has been approved by the Queensland Studies Authority (QSA). Each Faculty has a policy for managing assessment that is submitted after the due date and where an extension has not been granted. The Late Submission and Non-Submission of mandatory assessment must reflect the requirements of the QSA Policy Statement 043/04 found on the QSA website.

- Approved QSA work programs indicate whether assessment is formative or summative. An important caveat is that work that has been deemed summative will be categorised as summative in the event of a student discontinuing the subject and having fulfilled work program requirements towards credit for the subject.

- Students are expected to complete all assessment tasks unless the matter is subject to Special Consideration or Altered Conditions. The Deputy Principal (Students) manages matters of Special Consideration and Altered Conditions across the School in consultation with the Head of Department and/or Director of Faculty.

- Assessment Schedules for each Term are available for each Year Level and posted on GrammarNet.

- Assessment tasks remain the property of the School and may not be issued to parents, tutors or other schools without the authority of a Deputy Principal.

- Students in Years 11 and 12 are afforded multiple opportunities to check that their assessment records are accurate before finally signing off on their Assessment Profiles in the final weeks of their schooling. The week after the completion of Year 12, the girls should return to the School to check their placement in the Exit rankings for each subject. These are found in the office of the Dean of Curriculum.

- The School has adopted the American Psychological Association (APA) Referencing System. The Library on GrammarNet provides a user-friendly pathway to assist students in researching and preparing a written assessment or oral using the required APA system.

5.2 Procedures Relating To Assignments

- A request by a student for an extension to the due date on an assignment, which does not fall into the category of Special Consideration, is at the discretion of the Director of Faculty or Head of Department.

- The issue of plagiarism/authorship in written assignments is managed by the Dean of Curriculum.

- Students are expected to access the Style Manual on GrammarNet which outlines expectations and provides guidance for the presentation of written assessment tasks.

5.2.1 Submission of Assignments

- Students have a responsibility to ensure that their assignment is delivered to their class teacher on or before the due date. Submissions on the due date must be prior to 8:20am. Students must inform teachers of any difficulties they are experiencing with the completion of an assignment well before the submission date.

- Students must keep a copy (electronic is preferable) of their completed assignments as well as all drafts and notes. Some subjects require the drafts/notes to be submitted as part of the assignment completion process.
### 5.2.2 Absence on Due Date

If an absence is known in advance of the due date for an assignment then students should submit the assignment on or before the due date:

- Directly to the class teacher.
- Via parents who should leave assignments marked “For the attention of ...” the relevant class teacher at Reception.
- Via a sister or friend who should hand the assignment to the relevant class teacher and sign the appropriate documentation.
- Electronically using their teacher’s email address. Electronic submission is a means of confirming that the assignment has been completed by the due date. The teacher will require that the student submit a paper version of the task upon her return to School.
- In the event that a girl is unable to send the task herself to the class teacher, a parent may submit the assignment by emailing it to lateassignments@bggs.qld.edu.au.

If there is an unexpected absence on an assignment due date then students in Years 10 to 12 should be aware of the following requirements.

1. Students must make every effort to submit the assignment on the due date by one of the means outlined above.

2. If the absence is owing to illness, students must obtain a Medical Certificate and lodge it with the Head of House. This does not mean, however, that the assignment will automatically be treated by the Faculty as if it had been submitted on time. It is the usual practice of Brisbane Girls Grammar School that medical certificates not be provided by a parent in the medical profession. This holds greater importance for girls in Years 11 and 12 where rankings culminate in the OP score and tertiary offers.

3. When parents phone/email the School to advise of the unexpected absence of their daughter, they are encouraged to inform the Attendance Registrar that the absence coincides with an assignment due date and provide the name of the class teacher. This information will be passed on to the relevant teacher.

4. Students must submit to the class teacher a signed letter from a parent or guardian explaining the absence. This is a courtesy and ensures that all the relevant circumstances are known to the teacher. This does not mean, however, that the assignment will automatically be treated by the Faculty as if it had been submitted on time. Such submissions will be considered on a case-by-case basis.

Girls in Years 8 and 9 who are absent on the day that an assignment is due must:

- Make an effort to submit the assignment on the due date by one of the means outlined above.

- Submit to the class teacher, a signed letter from a parent or guardian explaining the student’s absence and acknowledging that they knew that an assignment was due. This is a courtesy and ensures that all the relevant circumstances are known to the teacher. This does not mean, however, that the assignment will automatically be treated by the Faculty as if it had been submitted on time. Such submissions will be considered on a case-by-case basis.

### 5.2.3 Late Submission and Non-Submission of Assignments

Failure to submit assignments at the set time on the correct date will result in follow-up action by the Head of Department as per the School Policy. This may mean that:

- drafts and notes, previously submitted, will be assessed as the final copy.
- any work completed by the due date should be submitted as the final copy.
Students should learn to plan for equipment failure (computers or printers) by using the file security devices programmed into most software packages, including the use of e-mail to send the assignment to School or USB sticks so that it may be printed at School.

At all times in the application of the School Assessment Policy, each girl will be treated as an individual and on a case-by-case basis although the issue of equity for all students underpins decisions. This information is available to parents and students on the parent website and GrammarNet.

**5.3 Examination Etiquette**

- It is the students’ responsibility to be punctual to all exams, at least 10 minutes prior to the scheduled start time of Block Exams.
- Students are to wait quietly outside the exam room until the supervising teacher asks them to move into the room.
- Students are to sit in alphabetical order OR in some way which will ensure a random distribution.
- A random number system must be used to provide anonymity on examination papers during marking/moderation phases.
- Once inside the exam room, students are to remain silent.
- Unless specifically told otherwise by staff, students can bring only writing implements and an eraser to an exam.
- Students should not bring scrap paper or working paper into an assessment area.
- Students must be in their formal day uniform unless special permission has been given by the Dean of School for them to be in alternative attire. Girls may not wear hats during written examinations.
- **Students are not allowed to leave an exam early; even if they are finished they are to wait until the end of the allocated assessment time.**
- It is essential that exams start on time and that the teacher ensures no student leaves the room until all exam papers are accounted for.
- Students are not permitted to have mobile phones with them in formal examinations. Students are required to place mobiles at the front of the examination room during Block Exams.
- There is to be **no** borrowing during exams and supervisors cannot be expected to supply students with stationery items.
- **Any girl caught or suspected of cheating will be allowed to finish the exam and be reported to the Deputy Principal on completion of the exam.**
- **Food and drink** are not permitted in examination rooms.

**5.4 Absent for Assessment in Class Time**

**Absence owing to prior commitments** Students who know that they will be absent for assessment because of prior commitments, such as a music exam, must inform their class teacher before the assessment occurs and negotiate an alternative time to complete it. In some circumstances the Dean of Students will manage altered assessment conditions for a particular student.

**Absence owing to illness** Students who are absent for medical reasons for any piece of assessment in class time must:

- (Yrs 10-12 only) obtain a medical certificate and lodge it with the Head of House either directly or via the House Group teacher. Copies of this certificate will be distributed to the School Counsellor, Dean of Students, Head of House, Head of Department and class teachers;
- bring a signed letter from a parent or guardian which explains the student’s absence, and indicates that the parents are aware that the student missed a piece of assessment. Parents will be contacted by phone if students fail to bring a letter in which their parents acknowledge that they realise that assessment has been missed.
- notify their teacher immediately on return to school to arrange a suitable time for the administration of an alternative test.
**Absence owing to non-medical reasons** Students who are absent for **non-medical** reasons for any piece of assessment in class time do not require a medical certificate but must (a) bring a signed letter from parents as detailed above and (b) notify their teacher immediately on return to school to arrange a suitable time for the administration of an alternative test.

**5.4.1 Absent for Assessment in Formal Examination Blocks**

These blocks apply to Years 10-12 only.

**Absence owing to prior commitments** Students who know that they will be absent for assessment because of prior commitments, such as a music exam, must see the Secretary to the Dean of Students who will record their names/subjects and who will liaise with the Dean of Administration to ensure that these exams are made up as soon as possible.

**Absence owing to illness** Students who are absent from assessment in exam blocks for medical reasons must:

- contact the Secretary to the Dean of Students to register their name and exam/s missed.
- obtain a medical certificate and lodge it with the Head of House either directly or via the House Group teacher. Copies of this certificate will be distributed to the School Counsellor, Dean of Students, Head of House, Head of Department and class teachers;
- bring a signed letter from a parent or guardian which explains the student’s absence, and indicates that the parents are aware that the student missed a piece of assessment. Parents will be contacted by phone if students fail to bring a letter in which their parents acknowledge that they realise that assessment has been missed.

**Absence owing to non-medical reasons** Students who are absent from assessment in exam blocks for **non-medical** reasons do not require a medical certificate but must bring a signed letter from parents as detailed above and register with the Secretary to the Dean of Students for assessment missed.

The Dean of Administration will arrange an alternative date, time and room for the make-up exam and students will be informed of these arrangements either by email or phone call by the Secretary to the Dean of Students.

Students who have missed tests for any reason will have the situation reviewed on an individual basis.

**5.5 Science Assignments**

**5.5.1 Presentation**

**Format:** All assignments are to be typed with:
- a suitable font (e.g. Times New Roman or Arial);
- a font size of 11 or 12;
- a line spacing of 1.5 or 2.
- suitable margins

**Word Length:** The word limit of an assignment will be given in the form of a range. Students will be penalised if their submission is outside of this range.

**Cover page:** A cover page is to be attached to the front of the assignment and should include: ID number for that subject, class, topic, teacher, word length, due date, date handed in.

**Binding:** All pages are to be securely attached to each other, most often using a staple.

**Referencing:** The school has adopted the APA system of referencing as its standard. Where appropriate, a reference list should be attached to the back of the assignment. See *How to Reference* in the Library section of GrammarNet.

**Folders:** Plastic folders containing assignments should be avoided for environmental reasons; therefore, as a policy for junior students, assignments are to be inserted in manilla folders or manilla wallets only. Do not place assignments in plastic sleeves. Senior students have a little more flexibility in that they can use plastic covers but under no circumstances are display folders to be used for assignment presentation.
5.5.2 Scientific Reports

Students will be given a task sheet for each experiment at least one week before the experiment is to be performed in class. This is so they can begin the preparation of a ‘draft’ report. Students should bring two copies of their draft to the lesson during which the experiment will be performed. Students without drafts will not be able to complete the experiment. Instead they will sit and prepare a handwritten draft (unless there is a spare computer available) and join their group on its completion. While performing the experiment, students must record results on both copies of their draft. At the conclusion of the lesson, students submit one copy of the draft to their teacher. Unless exceptional circumstances arise, this document will be marked if another report is not submitted on time on the due date.

5.5.3 Other Assignments

All assignments in the senior school and, where possible, those in the junior school must be submitted in at least two parts. Each part may or may not be assessed at the time of submission, but if the assignment is not fully completed, the submitted portion/s will form the student’s assessable assignment. If a preliminary part is not submitted by the due date, students will complete it in their next class.

5.5.4 Submission of assignments

For senior students, Science assignments must be placed in the assignment box outside the Science Staffroom by 8.20am on the due date. Assignments are to be in their final form when submitted; that is, students must not come to staffrooms requesting criteria sheets or stationery items, such as staples or pens, in order to complete their assignments. The submission process for junior students will be given on the task sheet.

When the assignment is submitted, students must sign a declaration stating that the work is original and was completed independently.

Students must inform teachers of any difficulties they experience with the completion of an assignment well before the submission date.

Students must keep a copy of their completed assignments as well as all drafts and notes, unless the latter are required to be submitted as part of the assignment.

Permission for the late submission of an assignment can only be granted by the Deputy Principal (Students), the Director of Faculty or the appropriate Head of Department for Year 10 and senior subjects, or the teacher-in-charge of the level for Years 8 and 9. Information related to the granting of “altered conditions for assessment” must be registered with the Deputy Principal (Students).

5.5.5 Absence on the submission date

Students who are absent on the day an assignment is due should take note of Section 5.2.2, where the general School policies for this situation are clearly set out. Unless an extension has been granted, it is an expectation that an assignment will be submitted before school on the due date, either electronically or in hard copy. If, because of exceptional circumstances, the assignment is not able to be submitted on time, students should contact their teacher prior to the deadline, in person, by email, or by phone, to seek an extension.

The penalty for the late submission of assignments depends on whether or not the assignment required a draft to be submitted.

Assignments with Drafts

For most assignments, students are required to submit a draft prior to the due date. Failure to submit these assignments at the set time on the correct date will result in follow-up action by the Head of Department as per the School Policy. This may require a student to:

- submit all drafts and notes on the due date as a means of demonstrating the work achieved at that point.
- submit the assignment electronically as soon as possible and follow up with hard copy at a negotiated time

If the final assignment is not submitted by the due date and an extension has not been granted, the draft will be marked.
Assignments without Drafts

Students in Years 8-10 who fail to submit a non-drafted assignment at the set time on the correct date will have ten percent of the assignment’s total mark deducted for each day the assignment is late, up to a total of 50% of the assignment’s total mark. That is, if the assignment is out of 20, 2 marks will be deducted from the student’s score for each day it was late. Weekends count for 2 days.

5.5.6 Authorship of assessment

Steps will be taken to ensure that a student’s work is her own. The Queensland Studies Authority (QSA) requires guaranteed ownership of all summative tasks in the senior school. While parents may be involved in discussion, all stages of the written process must be the students’ original work. If a student is encountering difficulties, she should seek assistance from her class teacher. If a teacher feels that an item of assessment is not the student’s own work, s/he will report to the Head of Department as soon as possible. The Head of House will be informed as a preliminary step to taking the matter further with the Dean of Curriculum. In most cases, students will be interviewed in an effort to validate their authorship of the submitted piece.

The Science Faculty will devise and implement procedures for the monitoring of stages of the assignment process in an effort to guarantee student authorship e.g. submission of task proposal outlines and continuous monitoring of progress. These procedures will ensure that students are on task and assignment preparation is progressing satisfactorily. On submission of their assignments, students are required to sign a declaration of independent and original work.

Occasionally students hand in assignments that they have copied from other students. In situations where two or more students collude to submit work that is not independently produced, all students knowingly involved will be penalised.

5.5.7 Feedback for assessment

All assignments will be returned with feedback and/or a completed Criteria Sheet. This sheet outlines the criteria on which a particular task was based, and is a means of providing students with feedback on their performance for that task. Oral feedback is also available in class, or at other times by request. Students should understand what each mark/grade on the criteria sheet represents. If they don’t, it is their responsibility to find out.

6. Profiling

Each year, students will be given a blank Student Assessment Profile that they fill in as the year progresses. Student Assessment Profiles provide students with a list of topics, cognitive skills, and assessment items to be covered during the semester. Test dates and assignment due dates are given where possible but others will be added when they become available. Students are expected to use this profile to monitor their own academic progress. They will also use the profile to consult with their teacher about their progress, and to keep their parents informed about both their academic achievement in science and their attitude towards the subject. If a student loses her profile, it is her responsibility to get another copy. Copies are available on GrammarNet.