Drafts – Student Assessment

Related Merici Policies

Nil

Rationale/Purpose

To improve student outcomes by allowing students to submit a draft of assessment

To clarify the expectations for/on staff regarding the reading of drafts of student work

Definitions

Draft
A preliminary version of any piece of writing, subject to revision

Policy

Merici College encourages teachers to provide constructive feedback to students, to assist them to achieve their potential when completing assessment tasks. General discussion of assessment work and how it is proceeding are a natural part of the relationship between the teacher and the student in any course. Students should draft and redraft their work, and teachers may give general advice if students request it. Moreover, teachers can be better assured of the authenticity of the work if first drafts (e.g. plans following discussions) are completed in class and seen and noted by them.

However, marking, correcting or editing of draft material by the teacher prior to submission of the assignment proper moves into the realm of improper practice. Students should not expect this level of assistance, nor should the teacher provide this.

Procedures

The following guidelines should be closely adhered to when reading the drafts of student work.

• Any contact with the students about drafts is at the discretion of the teacher, but it is expected that any timely request would be considered
• Reading drafts is only applicable for students in Years 10-12
• The teacher should only see students who are in their current class
• This contact should not be seen as a tutoring session. 5-10 minutes is an appropriate amount of time to spend on this activity
• Any contact should be at least 48 hours before the due date
• The teacher may see only one draft of the response
• The teacher may not write comments on the draft but may give only verbal feedback. The teacher is not to edit the work for the student

• The feedback should be of a general nature and should indicate to the student that the response does or does not address the question and could include structure, fluency, use of evidence or the quality of research

• The teacher may not give an indication of a mark or grade for the work

Forms

Nil

References

Merici College Senior Assessment Handbook (Students)
Senior Handbook and Course Outlines
Merici College Curriculum Handbook (Staff)

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