Chatterbox Secondary Project
Policy for homework, assignments and tests

Homework

In Secondary, the Chatterbox students will receive homework. The homework is given out in consideration of the fact that the students attend a full day of school from Monday to Friday. Whether or not a class has homework is determined by the teacher depending on a number of factors.

The students will usually have at least two days to complete their homework, but often they have an entire week.

Teachers write student homework on the electronic register, Argo. It is important that students and parents monitor Argo, to check their homework. Students should also make use of their Diary to also write down any important information like homework and tests.

If a student has not completed their homework and they have a good reason (for example illness), then they must come to school with a justification written and signed by their parents in their school diary. This must be then shown to the teacher at the start of the lesson.

If a student has not completed their homework, and does not have any justification then the teacher will follow with a verbal warning, then a disciplinary note on the school register if it happens again. The teacher may also wish to assign additional tasks for the student.

If a student does not understand the homework then it is their responsibility to contact the teacher ASAP via email to explain that they don't understand. They should also show that they have at least attempted the homework.

Assignments

An assignment is a homework task that is to be completed over a period of time. This could range from one week to one month. The task is explained during the lesson time, and students may also have class time to complete the task. This depends on the nature of the task, the teacher and the skills being assessed. An assignment is usually a larger body of work than a regular homework task. It is also usually graded according to criterion and the mark put on the electronic register (Argo). It can be an alternative to a test, or in addition to a test. It is a good way to evaluate the skills of a student, their ability to follow instructions and to create something.

If a student manages to hand in an assignment early this can often have positive results. For example the teacher may check over it and offer the student some feedback on what to improve. This could give the student time to improve their work and hand it in again before the final deadline.

If an assignment is not complete by the due date, and there is a legitimate reason for this (such as a prolonged illness), then the student must come to school with a justification written and signed by their parents in their school diary. This must be then shown to the teacher at the start of the lesson. Alternatively if the student knows of any difficulties prior to the due date, they may discuss an extension with the teacher prior.

If an assignment is not handed in by the due date, (without any legitimate justification), then the student will lose 10% of their grade for each school day that it is late. For example, if the assignment is due on a Monday and the student hands in the assignment on Tuesday, they lose 10% (if the assignment is out of 10, they lose one mark). If they hand the assignment in on Wednesday, then they lose 20% of the mark. If the teacher is not at school then students may hand in the assignment to Martina in the school office. If the assignment is due on a Friday, and the student hands in the assignment on Monday (or electronically over the weekend), then they lose just 10% of their mark.

Tests

All tests are written on the calendar on the electronic register (Argo) by teachers. This can be checked by students and parents.

The students may only do one written test per day.
This does not include in-class writing tasks that require no studying or remembering (such as an FCE practice test or a tema/essay). An in-class writing task that does not require preparation may be done on the same day as a written test.

As oral interrogations often continue for a number of lessons, students may have one oral interrogation on the same day as a written test. They will know this in advance and be able to prepare accordingly.

Artificial Intelligence and ChatGPT

In response to the growing use of AI technology in our world, we must adapt the educational environment to include this type of technology. Many students at Chatterbox Secondary are already experimenting with AI, especially in the form of ChatGPT.

As a result Chatterbox Secondary will adopt a policy for school assignments that allows the use of AI on particular occasions. There will be three different types of assessment. Red assessments (such as tests or written essays), are where no generative AI is permitted. Yellow assessments are those in which students may use some AI to assist them. This may include research assignments and research presentations. The final category are Green assignments, where AI is expected to be used. This is a much more experimental approach which teachers may use if they are comfortable with the technology.

This policy has been adopted in order to encourage students to experiment with new technologies, and to learn when it is and is not appropriate to use them.

Red - no generative AI is permitted

Yellow - access to generative AI is assumed

Green - generative AI is expected