Maths Tips

Assessment items in the Mathematics faculty include tests, assignments (individual and group), journals and exercise books. When presenting any item for assessment, students should pay special attention to the following:

* All work is to be neatly presented and may be hand written or word processed.
* Written work should be done in blue or black pen or pencil.
* A ruler should be used for all lines.
* All graphs and diagrams are usually drawn in pencil.
* Exercise books must be neatly maintained. Blue or black pen or pencil should be used for exercises. Margins and all lines must be drawn using a ruler. All worksheets must be pasted into the exercise book. Textbook exercises should be clearly labelled with page and exercise numbers.
* Assignments should be done on A4 size paper with a cover sheet, showing the topic and student details.
* Assignments involving multiple pages must be stapled together.
* Any diagrams used in an assignment must be clearly labelled.
* Students should ensure that they have answered all questions fully.
* When an assignment involves research, a bibliography must be included. Instructions for this are included in this booklet.
* Assignments must be submitted on time to avoid a late penalty. Notes from a parent/carer requesting an extension of time should be presented for consideration prior to the due date.