

## 7-12 Submission of Work and Deadlines Policy

### RATIONALE

Assignment **deadlines** are about fairness. This policy focuses on the process of fairly setting a **deadline** and a flexibility to take into account factors that are beyond a student’s control that may reduce the opportunity a student has to complete and submit an assessment before a deadline, and consequences if a deadline is not met.

An **assessment deadline** at Avenues is:

- the time when a formative and/or summative assessment task is to be completed, at a particular time / in a particular lesson (e.g. a test) or the time / day when an extended assessment task has to be submitted (e.g. an assignment).

Guidelines	Details
<b>1. Deadlines are set by the teacher</b>	<ul style="list-style-type: none"> <li>▪ Unit planners provided to students at the beginning at each term</li> <li>▪ The subject teacher is responsible for the students’ assessment therefore the teacher is responsible for setting appropriate <b>deadlines</b>.</li> <li>▪ <b>Deadlines</b> should be established when the assessment task is first being set and be documented rather than just a verbal agreement with the students.</li> <li>▪ <b>Deadlines</b> should be set to fairly allow students time to complete and submit the assessment task and to allow teachers to mark the assessment.</li> </ul>
<b>2. Deadlines must be fair and reasonable</b>	<ul style="list-style-type: none"> <li>▪ Students should have input into setting the <b>deadlines</b> where appropriate.</li> <li>▪ <b>Deadlines</b> can range from non-negotiable (e.g. when an exam is being held) to a completely negotiable timeline. The degree of negotiation depends on the course and the assessment task in context.</li> <li>▪ Depending on the assessment task, the exact deadline may be set as a lesson, a time or a date.</li> <li>▪ Subject teachers will ensure that the personal needs and skill level of a student are taken into account when <b>deadlines</b> are set, and teach the necessary organisational and research skills so that students are able to successfully meet <b>deadlines</b>.</li> <li>▪ Subject teachers will ensure that extended assessment tasks have a process and timeline that scaffolds students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, during the duration of the task.</li> </ul>

<p><b>3. If a Deadline is not met then the work is not accepted for summative assessment purposes</b></p>	<ul style="list-style-type: none"> <li>▪ When an assessment task isn't submitted by the agreed <b>deadline</b>, the work cannot contribute to the grade for the assessment, a school-based assessment component or the external assessment component unless an extension has been granted at least 48 hours before the due date.</li> <li>▪ Students are responsible for completing the assessment task after the <b>deadline</b> for feedback purposes.</li> <li>▪ Work handed in after the <b>deadline</b> will be marked for feedback purposes only, to form part of the student's formative assessment.</li> <li>▪ <b>If a Year 12 student misses a subject deadline their home study permission will be revoked until such time the school is convinced the student has earned the right to have it reinstated.</b></li> </ul>
<p><b>4. Extensions must be requested ahead of the deadline date</b></p>	<ul style="list-style-type: none"> <li>▪ Students are responsible for requesting an extension.</li> <li>▪ For any non-emergency situation, the request for an extension must be made 48 hours prior to the <b>deadline</b> and any request for an extension made on the <b>deadline</b> will not be granted.</li> <li>▪ Extensions are not granted automatically they are negotiated with the teacher and are based on legitimate reasons including SACE Special Provisions such as:           <ol style="list-style-type: none"> <li>a) Illness or injury that would prevent submission of the task by the <b>deadline</b>. An extension request based on an illness and/or injury must have a note from parents, a doctor's certificate or both in some situations (SACE Special Provision).</li> <li>b) Emotional impairment or family crisis supported by a note from staff or parents (SACE Special Provision).</li> <li>c) Schoolwork overload supported by evidence from staff, parents, or school counsellor.</li> <li>d) Schoolwork clashes e.g. a performance, excursion and test at the same time. In these situations, it is the responsibility of the student to notify the relevant teachers.</li> <li>e) Misadventure (an unforeseen, unavoidable disaster beyond the students' control) prevents work from being completed/ submitted by the <b>deadline</b>. e.g. a computer crash (SACE Special Provision).</li> </ol> </li> <li>▪ Approved extensions to a <b>deadline</b> become the final <b>deadline</b>.</li> <li>▪ Refer to Special Provisions guidelines on alternative assessment arrangements that may be more appropriate for students.</li> <li>▪ A.C. subjects do not have Special Provisions but always require a medical certificate or parent/carer note.</li> </ul>
<p><b>5. A follow-up process including parent/caregiver/guardian notification must be applied where work was not submitted by the deadline</b></p>	<ul style="list-style-type: none"> <li>▪ Failure to complete a compulsory task will lead to higher levels of intervention.</li> <li>▪ Teachers notify parents using either a <b>SACE Alert</b> (for SACE subjects) or a <b>Missed Deadline Alert</b> (for non SACE subjects).</li> <li>▪ Teachers document the parent/caregiver/guardian notification in Daymap under student details.</li> </ul>

### SACE BOARD DEADLINES FOR STAGE 1 and 2 SUBJECTS

The guidelines above are consistent with the SACE Redrafting, Reuse of Assessed Work, and Assessment Deadlines and Submission Dates policy. The SACE Board's policy also provides information on the Deadlines for externally assessed work, called Submission Dates.

Please note:

- **Submission Dates** are set by the SACE Board
- Schools set **deadlines** prior to the submission date to support students to manage their workload and ensure the teacher has sufficient time to mark and check the students work
- Students who do not submit work by the approved **deadline** will receive an "N" for that task (N = no evidence = zero marks) and the total grade for the course will be reduced
- Granting a **submission date** extension by the SACE Board can occur through a Special Provisions Application a process that involves presenting evidence from medical/health practitioners and the school to substantiate the request for an extension.

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### TEAR OFF SLIP

Please return this portion of the policy to your student's Care Group Teacher (name) \_\_\_\_\_

My child/student \_\_\_\_\_ and I have read and discussed this policy and now understand the outcomes of not meeting a deadline set in their subjects.

Parent name \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_