Deadline Policy - Years 8-12

Staff Responsibilities and Information

1. Provide students with a clear indication about the nature of assessment tasks in a Learning and Assessment Plan which should be placed on Daymap. Notify students of any changes to assessment plans. At Year 11 and 12 assessment plans should meet SACE requirements.

2. Make deadlines clear to students. Stress the expectations the school has of students who are absent on a day when an assignment is due (see student responsibilities point 2). Notify parents/caregivers of students not submitting summative tasks. Notices of Concern are available for posting home (Senior School).

3. When students are absent on the day assignments are handed out, staff should make every attempt to inform students of the work required and the deadline by placing details on Daymap.

4. SACE students must negotiate an extension to a due date. A note from a parent is usually required. Teachers of Year 8-10 subjects will negotiate extensions with students as appropriate (short-term absences will rarely be grounds for an extension on a long term assignment).

At all year levels, when tasks are scheduled for completion over a long period, it is expected teachers will provide check points to monitor progress and hence avoid a deadline problem. These review points have the added benefit of maintaining a check on the authenticity of the work being done.

5. The school has adopted the following SACE Board policy statement for all year levels.
   - The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved.
   - Work handed in by the due date should then be graded at face value for summative purposes.
   - If work is not presented for summative assessment by the end of such a deadline, then the work is not accepted for that assessment and will be awarded a zero score.
   - Work handed in after the negotiated deadline may be marked for feedback purposes only, and could form part of the student’s formative assessment record.

   It is the school’s intention to follow this policy for all students.

Student Responsibilities and Information (Year 8 students have Term 1 to adjust)

1. Keep assessment plans for each subject with their work for the subject. Make adjustments to the plan if they occur.

2. Record deadlines in Student Planner. Students absent on the day a piece of work is due must make other arrangements for the work to be delivered to the school with the student being responsible for its safe delivery. One of the following options is required:
   - parent/caregiver to bring work to school and leave at Student Reception
   - send work to school with another student
   - phone subject teacher to make alternative arrangements
   - email work to the school
   - communicate with the teacher in regard to the method of submission used
   - mail a hard copy to school postmarked on the due date.

   Students should submit part-completed tasks at the time of the due date so as to avoid no credit being given for particular tasks.

3. Make every attempt to find out what assignment deadlines have been set during any absence by checking Daymap and / or with the teacher. If SACE students are absent for significant periods of time an application for special provisions is recommended. See SENIOR SCHOOL Assistant Principal for further details. Parents/caregivers of students not submitting SUMMATIVE tasks will be notified.

4. At all year levels where students have reason to believe they will not be able to meet a deadline, it is their responsibility to negotiate with the subject teacher as soon as they recognise they will have difficulty. This must always occur prior to the set deadline. Short-term absences will rarely be grounds for an extension on a long-term assignment.