

Submission of Work Policy

Supporting effective completion of work in years 7 - 12



Brighton
Secondary
School

Overarching Principles

Assessment tasks are the primary means through which students can demonstrate their learning. Teachers design assessment tasks and set due dates, in line with the Australian Curriculum and SACE subject requirements and the Learning and Assessment Plans, developed within each Learning Area.

The policy is designed to support students to develop habits of excellence and effective self-management skills to assist them in striving to achieve their goals.

The following guidelines support effective completion and submission of work in years 7 - 12.

Teacher guidelines:

- teachers will publish the due date and time of the summative assessment on the task sheet and Daymap at the time of issuing the assignment.
- teachers will consider the nature of the assessment task (practical, written, or oral) and the wellbeing of students when determining the method and time of submission.
- teachers will provide opportunities for students to gain meaningful feedback that can lead to improvement via formative assessment, progress checks, peer/ group feedback, the submission of drafts and/ or one-on-one conferencing prior to the due date.
- teachers will implement strategies to assist students to demonstrate evidence of their learning and submit assessment tasks on time by providing check points, especially where tasks are completed over an extended period, and to monitor the integrity and authenticity of the work.
- teachers will send a Notice of Concern to the student and parent/ caregiver via Daymap if insufficient progress has been made and/ or there is limited evidence of understanding, prior to the final due date.

Student guidelines:

- students will record summative assessment due dates in their Outlook Calendar and/ or diary and complete all set tasks to a satisfactory standard, in every subject, by the due date.
- students will work productively during lesson time, utilise opportunities for feedback and be able to provide evidence of their progress and learning when requested by the teacher.
- students will save work to their OneDrive wherever possible and/ or create a back-up to reduce the risk of lost, missing, or deleted files.
- students will submit summative assessment tasks as per instructions on the task sheet and Daymap by the required due date and time.
- students will communicate with their teacher regarding extensions.

Parent/Caregiver guidelines:

- parents/ caregivers check Daymap regularly for assessment task information and due dates.
- parents/ caregivers are required to notify the school in the event of absence or extenuating circumstance that has prevented their child/ student from submitting or meeting the due date.
- parents/ caregivers are encouraged to contact the subject teacher if they are aware that their child/ student is having difficulties in understanding and/ or completing the assessment task.

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Middle School (years 7-9)

Absence

- students are responsible for checking Daymap and completing formative and summative work that they have missed due to absence.
- students who are absent on the due date are still encouraged to submit the assessment task if the requirements allow for remote submission, such as uploading to Daymap or via email.
- students who are absent on the day of a summative assessment should communicate with their teacher in the subsequent lesson to discuss and re-negotiate submission.
- students who are absent as a result of planned absence, such as family holidays or sporting commitments, are still required to complete summative assessment tasks. The timeline for completion and submission of these must be negotiated with individual subject teachers at least 2 weeks prior to planned absence.
- in the event of extended absences please refer to the attendance policy.

Extensions

- students are encouraged to communicate directly with their subject teacher, with the support of their parent, to request an extension a minimum of 24 hours prior to the published deadline and provide a reasonable justification.
- the teacher will discuss the request with the student and/ or notify the parent of the decision.
- approvals for an extension will take into consideration any exceptional circumstances, with due regard to the balance between compassion for the individual student and fairness to the whole class or group of students involved.
- in the event of extenuating circumstances, will use their discretion to approve an extension.
- students who are absent for a short period of time during the completion of an ongoing summative assessment will not automatically be approved for an extension.
- students and parents/ caregivers should be aware that part-time work, sporting or social commitments, issues with technology or poor time management are not grounds for an extension.
- the student, parent/ caregiver can appeal a decision made by the school via the Year Level Leader or Head of Middle School.

Non-submission

- teachers will send a Notice of Concern to the student and parent/ caregiver via Daymap, notifying them of the non-submission and advising them of the catch-up expectations (below). Teachers will also notify the Home Group teacher and Year Level Leader.
- students who do not submit a summative assessment task will be expected to attend the Tarni Warra 'Homework Club' and complete an Academic Extended School Day within 1 week of the missed deadline.
- the AESD provides students with one further opportunity to complete the assessment task to a satisfactory standard and achieve a C or above.
- if a student fails to submit 2 assessment tasks in the same subject by the due date, the Sub-School Team will be notified to provide further intervention and support.

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Senior School (years 10-12)

Absence

- students are responsible for checking Daymap and completing formative and summative work that they have missed due to absence.
- students who are absent on the due date are still expected to submit the assessment task if the requirements allow for remote submission, such as uploading to Daymap or via email.
- students studying a Stage 1 or 2 subject who are absent for 3 or more days, including on the due date for a summative assessment, must provide a medical certificate.
- students who are absent as a result of planned absence, such as family holidays or sporting commitments, are still required to complete summative assessment tasks. The timeline for completion and submission of these must be negotiated with individual subject teachers at least 2 weeks prior to planned absence.
- students studying a Stage 1 or 2 subject who are absent for a significant period of time for personal or other circumstances, should see the relevant Year Level Leader or Head of Senior School to discuss the possibility of an application for Special Provisions.

Extensions

- a request for an extension must be sent to the subject teacher via their Learnlink email by 4.00pm the day prior to the published deadline and provide a justification.
- approvals for an extension will take into consideration any exceptional circumstances, with due regard to the balance between compassion for the individual student and fairness to the whole class or group of students involved.
- the teacher will respond to the request via email prior to the deadline, with a decision.
- in the event of extenuating circumstances, the teacher, in consultation with the Learning Area Leader, will use their discretion to approve an extension.
- students who are absent for a short period of time during the completion of an ongoing summative assessment will not automatically be approved for an extension.
- students and parents/ caregivers should be aware that part-time work, sporting or social commitments, issues with technology or poor time management are not automatic grounds for an extension.
- stage 1 and 2 students must be aware that in some cases an extension cannot be granted due to school or SACE reporting timelines.
- the student, parent/ caregiver can appeal a decision made by the school via the Year Level Leader or Head of Senior School.

Non-submission

- teachers will send a Notice of Concern to the student and parent/ caregiver via Daymap, notifying them of the non-submission and advising them of the catch-up expectations (below). Teachers will also notify the Home Group teacher and Year Level Leader.
- students who do not submit an assessment task will be issued with an Academic Extended School Day by their subject teacher, to be completed within 1 week of the missed deadline.
- the AESD provides students with one further opportunity to complete the assessment task and submit it for assessment. Failure to attend the AESD and submit the completed task by the re-negotiated deadline will result in a non-submission (N) grade.

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- if a student fails to submit 2 assessment tasks in the same subject by the due date, the Year Level Leader and Learning and Engagement Leader will be notified to provide further intervention and support.