Submission Procedure

Rationale

The Submission Procedure aims to provide our students with the best possible opportunity to demonstrate their learning and be successful. It is designed to promote the values of ambition, success, perseverance, and integrity, all of which are essential for preparing students as they progress through the year levels and into life beyond school. By encouraging students to set high expectations, work consistently, and complete set tasks on time, the procedure supports teachers' assessment of student learning and helps students develop key skills such as time management, resilience, and personal responsibility.

The Submission Procedure applies to summative assessment tasks across all subjects in all year levels.

Task Checkpoints

Teachers will provide students with a checkpoint between the date the task is set and the due date. For SACE subjects, multiple checkpoints are likely to be required.

Checkpoints allow teachers to check for students' understanding of the learning task and provide support and direction to students so that they can successfully work towards task completion. A checkpoint could be a draft, formative test/activity, or other opportunity to check for understanding and progress, and will be recorded as *'on track'* or *'not on track'* for each student on Daymap.

Teachers will undertake the following step for students who have not demonstrated a satisfactory level of progress at the checkpoint stage:

- Submit a *'Progress Concern'* record on Daymap, indicating the supports available for the student to improve their progress with the task

Student Absences from School

Students are responsible for checking Daymap and completing any missed tasks due to absence. If absent on the due date, students are asked to submit the assessment task remotely, if possible, via Daymap. For in-class assessments (e.g. tests), students should communicate with their teacher to discuss rescheduling. Students with planned absences, such as family holidays or sporting commitments, must still complete summative assessments, with submission timelines negotiated with teachers at least two weeks in advance.

Students studying SACE Stage 2 subjects will be asked to provide a medical certificate for absences on the day of a timed assessment, e.g. a test or practical.

Requests for Extensions

Students are required to complete an Extension Request on Daymap, with parental support, at least 48 hours before the published due date, providing a reasonable justification. The teacher will consider the request and notify the student and parent of the decision through Daymap. Extension approvals may be granted in exceptional circumstances and are at the discretion of the teacher, balancing compassion for the individual with fairness to the class. Students are expected to provide evidence of work being completed before being granted an extension.

Non-Submission of Work – Year 7 -10

In the event of a non-submission in Years 7-10, Daymap will automatically send a communication to parents and students outlining the non-submission. The student can be assessed on any evidence of learning that has been provided (e.g. through the task checkpoint). If no evidence of learning has been provided students will be given a N grade for the task.

Non-Submission of Work – SACE Subjects

In the event of a non-submission in SACE subjects, Daymap will automatically send a communication to parents and students outlining the non-submission. The student will then be required to submit the overdue task to their teacher via email, within 48 hours of the original due date. If the student has not completed the overdue task after this time, they will be assessed on any evidence of learning that has been provided or observed. If no evidence of learning has been provided students will be given a N grade for the task.

For students in both SACE and non-SACE subjects, two or more instances of not adhering to the due date in a subject will require the teacher to contact the parents/caregivers to discuss further interventions for the student in that subject. Year Level Leaders will also engage with students and families in the situations where due dates are not being adhered to in multiple subjects.

Submission Procedure

Brighton Secondary School

	Setting up for Success	Extension Request	Task Checkpoint	Non-submission of Work
Students will…	Engage in all learning tasks Plan a task completion timeline in line with checkpoints and due dates Seek support from teachers and parents when required	Submit an Extension Request at least 48 hours prior to the due date via Daymap Provide teachers with appropriate reasoning as to why the due date cannot be met in the Extension Request	Demonstrate their progress with the subject teacher Utilise teacher feedback and support to continue their task progress Access recommended supports if unable to show satisfactory task progress	Submit the required work within 48 hours via Daymap (SACE Subjects) Engage with their teacher and parents and the interventions set up in the event of multiple non-submissions in a subject
Teachers will…	Clearly communicate appropriate task due dates, including the task checkpoint(s) Provide students with the appropriate task sheet, outlining the requirements of the task Provide formative assessment opportunities that regularly check for understanding and progress	Approve or decline Extension Requests consistently across their classes Communicate revised due date for students with an approved extension	Provide each student with an opportunity to demonstrate their task progress and have the checkpoint recorded on Daymap Submit a '*Progress Concern*' record on Daymap, indicating the supports available for the student to improve their progress with the task	Assess the submitted work or other evidence provided in a timely manner Phone parents in the event of more than one non-submission in a subject to discuss the students' progress
Parents / Caregivers will…	Support their child to plan for task due dates Engage with the Daymap Parent Portal and have oversight of their child's progress Communicate with subject teachers when required	Support their child to request an extension with appropriate reasoning	Support their child to meet checkpoints and discuss any feedback with them Support their child to engage with the set interventions if a checkpoint is missed	Monitor Daymap and communications from teachers to track non-submissions Engage with teachers in the event of multiple non-submissions in one subject
Learning Area Leaders will…	Ensure consistency of tasks across classes in each year level Support staff in the development of engaging and challenging tasks	Provide support to teachers in deciding whether an extension is appropriate, when needed Ensure consistency amongst learning area staff in the allocation of extensions	Ensure staff are providing task checkpoint opportunities in a timely manner in all classes	Support teachers to adhere to policy expectations Support teachers in developing support for students who have more than one non-submission in a subject
YLL's will…	Support HG teachers with the delivery of a consistent, effective HG program that supports the development of organisational and time management skills	Provide teachers with any additional student information, when appropriate, that may assist in the decision to allocate an extension	Monitor students receiving multiple *Catch Up Sessions* for missed checkpoints	Support teachers with communication with parents where required Engage with students and families where non-submission is occurring in multiple subjects

Submission Procedure Flowchart

Teacher sets Assessment Task & Task Checkpoint information on Daymap, including due dates

Task Checkpoint(s) occurs

If the student has demonstrated their understanding and shown sufficient progress in the task, the teacher records 'On Track' on Daymap.

If the student is unable to demonstrate their understanding and has shown limited progress in the task, the teacher records 'Not on Track' against the Task Checkpoint task and records a 'Progress Concern' on Daymap, including the support implemented for the student.

If a student needs an extension to the set deadline, they will submit an Extension Request on Daymap at least 48 hours before the deadline, for the teacher to consider.

If the extension is granted the teacher is to nominate a new deadline for the student.

If the extension is not granted the original deadline stands.

Assessment Task deadline occurs

SACE   Subjects

If the student has not submitted the assessment, Daymap will automatically communicate with the parents/caregivers and the student, notifying them that a submission must be made to their teacher via email, within 48 hours.

If the student has not submitted the assessment after 48 hours, teachers are to assess and grade any evidence of learning observed from the student (including from the Task Checkpoint).

If no evidence of learning is available, the student is to be assigned a 'N' grade.

If the student has submitted the assessment, the teacher will assess and record a grade on Daymap within three weeks.

7 - 10   Subjects

If the student has not submitted the assessment, Daymap will automatically notify the parents/caregivers and the student of the non-submission. Teachers will assess and grade any evidence of learning observed from the student (including from the Task Checkpoint).

If no evidence is available, the student is to be assigned a 'N' grade.