

Rationale:

Deadlines are set to ensure that all students submitting work will be treated consistently and equitably. Deadlines ensure that all students have equal time in which to complete an assessment task.

Aims:

- To support the Vision, the Guiding Principles and the Goals of the school.
- To encourage student participation in the learning process.
- To support students to take responsibility for their learning.
- To support students to develop time management skills.
- To comply with the guidelines of the SACE Board which **state** that students are required to submit all summative work by the due date on the Assessment Plan, or a zero (0) mark is to be recorded.

Implementation:

Extended Assessment Tasks

- All tasks must be submitted by the stated deadline.
- Teachers are asked to ensure that all deadlines occur on day when they have that class and the deadline time occurs during that lesson.
- When a deadline occurs in the subject teacher's absence, the relieving teacher will be advised and will collect all assessment tasks during that lesson and place them in the absent teachers pigeonhole.
- Students who are absent for an assessment task deadline should arrange for the assessment task to be delivered by a third person, or post it to the teacher at the school (postmarked with the due date) or email it to the teacher with a screen print showing the date and time sent.
- If a student does not submit the work a zero (0) mark will be recorded.
- Parents/Caregivers are advised in writing when a zero (0) mark is recorded.

In-Class Assessment Tasks

- If a student in Year 8, 9 or 10 is absent for a summative in-class assessment task, she will require a note from home indicating she was "unfit to take the task".
- If a student undertaking a SACE subject is absent for a summative in-class assessment task, she will require a doctor's certificate indicating she was "unfit to take the task".

Extensions

Extensions are granted **ONLY** in exceptional circumstances (such as extended illness or accident). Students who need to negotiate an extension must:

- Do so with the teacher at least 24 hours prior to the due date.
- Provide evidence of reasonable progress with the work set.
- Support the request with a written explanation from a parent/caregiver or a doctor's certificate for the extension to be considered.

Submitting Tasks Outside of Lesson Time

When an extension is granted or exceptional circumstances occur, students may submit assessment tasks through Student Services. When handing in assessment tasks at Student Services:

- The student will get their diary stamped with the Submission Stamp
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- The student will complete the details from the stamp including:
 - Student Name:
 - Teacher Name:
 - Date Submitted:
 - Time Submitted:
- Work can only be submitted at Student Services between the hours of 8:30am and 3:30pm.
- The contents of the Submission Box will be transferred to teachers' pigeon holes at 9:30am and 3:30pm each day.

Evaluation:

This policy will be reviewed in consultation with the whole school community as part of the school's review cycle.