

SUBMISSION OF WORK AND DEADLINE POLICY

PURPOSE

Deadlines are about being fair. This policy focuses on the process of fairly setting a deadline and how this can be varied to take into account factors beyond a student's control that may reduce the opportunity a student has to meet a deadline. The policy outlines the consequences if deadlines are not met. This policy applies to all Stage 1 and 2 summative assessments except for final exams.

A Deadline is:

- The time when a supervised assessment task is to be completed; at a particular time/a particular day/in a particular lesson. This applies to tasks such as tests or supervised writing.
- The time/lesson/day when an extended assessment task is to be submitted. This applies to tasks such as Investigations, assignments and presentations.

This policy is consistent with the SACE Redrafting, Reuse of Assessed work, and Assessment Deadlines and Submission Dates policy.

GUIDELINES

Deadlines are set by the teacher

- The teacher is responsible for the student's assessment therefore the teacher is responsible for setting appropriate deadlines.
- Deadlines should be established when the assessment is being set and documented rather than a verbal agreement. Deadlines will be on Daymap and available and accessible to the students and parents.
- Deadlines should be set far enough ahead to fairly allow students time to complete and submit the assessment task and to allow teachers time to mark the assessment task to meet SACE submission or report writing dates.

Deadlines must be fair and reasonable

- Teachers ensure that the needs and skill levels of the students are taken into account when deadlines are set.
- Teachers ensure that extended assessment tasks have a process and timeline that scaffolds students to complete the task. This may include indicators of progress, collection of evidence of learning, and opportunities for feedback over the duration of the task.

Deadlines must be adhered to by students and teachers

- Deadlines are consistently applied across the school so that no student is unfairly advantaged or disadvantaged by a variation to the deadline.
- Agreed deadlines can only be varied, either for the class or for individuals, using an agreed extension process (see "Extension request ahead of the Deadline" below) and for legitimate reason.

Assessment tasks must be submitted by the deadline

- Students submit their work on or before the deadline directly to the subject teacher in the first instance.
- The format for submission is determined by the teacher and may be in hardcopy or electronic as specified.
- In circumstances where the student cannot submit the task directly, it may be submitted to Student Services or electronically. The teacher is to be informed that this process has taken place.
- Students not able to meet the deadline & without an extension may submit any work they have completed by the deadline, such as a draft, to replace the final product.



If a deadline is not met

- When an assessment task is not completed by the deadline, that work cannot contribute to the grade for the assessment type, the school-based component or the external assessment component unless an extension has been granted.
- Work handed in after the deadline may be marked for feedback purposes only, to form part of the student's formative assessment.

Extension request ahead of the deadline

- Students are responsible for requesting an extension.
- Students must use a Request for Extension form available from the Year Level Leader, Home Group teacher or Senior Study Centre.
- In non-emergency situations the request must be made at least 24 hours in advance. An extension request made at the deadline will not be granted.
- Extensions are not granted automatically. They are negotiated with the teacher and are based on legitimate reasons such as:
 - Illness or injury that would prevent submission of the task. Requests based on illness or injury need to be supported with a note from a parent/ guardian or a doctors certificate or both in the case of SACE Special Provisions.
 - Emotional impairment or family crisis.
 - School based clashes such as sporting commitment, performance or an excursion. In these situations, it is the responsibility of the student to notify relevant teachers.
- Approved extensions to the deadline become the final deadline.
- SACE Special Provisions guidelines may be appropriate for some students.

Follow up process

- Teachers are to remind parents and students of due dates at least a week prior to the due date.
- Teachers keep record of the parent notification.
- If non-submission, teacher will notify Year Level Leader.
- Year Level Leader will notify parents and invite them in for a meeting to discuss future options.

ROLES & RESPONSIBILITIES

Leaders

- Develop and implement the policy
- Ensure consistency of responses
- Meet with students and parents in cases of non-submission

Teachers

- Set reasonable deadlines and notify students and parents
- Remind parents and students of due dates at least a week prior
- Notify YLM / Year Level Leader in case of non-submission.

Students

- Adhere to deadlines, submitting work on or before the deadline
- Request an extension using the Request for Extension form at least 24 hours in advance of the deadline



Parents/Carers

- Support students to request an extension where appropriate
- Meet with year level leader to discuss future options where requested

Monitor and review

The school leadership team conduct a regular review of policies and procedures.

This Policy is subject to review before the end of 2025.