



KHS Assessment Deadlines Procedure

Purpose

At KHS we have a focus on high expectations and strive for excellence for every student, including the principles of equity and fairness. The purpose of the Assessment Deadlines Procedure is to provide clear processes for following expectations as set out in the KHS 7 to 12 Academic Assessment Policy.

Responsibilities

Students are expected to:

- Attend lessons and complete work set on Daymap class notes / homework notes.
- Submit assessment tasks by the due date and time set by the subject teacher and according to class requirements set for checkpoints, drafts and final marking.
- Ensure that work submitted is the correct task for the subject.
- Ensure that work is their own. Following all academic honesty guidelines re plagiarism, word count and verification.
- Read and follow the DayMap task information.
- Seek help from the subject teacher **before** the deadlines if unsure of learning requirements.
- Follow the feedback suggested by teachers to improve the task outcome.
- Check with their subject teachers and Daymap, after being absent from lessons, regarding work missed and assessment tasks.
- Request any extensions at least one day prior to the due date. Submit a current copy of student work to accompany any requests for an extension.
- Advise the school of any special provisions that may lead to a change in assessment processes for example – misadventure, chronic illness.
- If a pattern of non-completion of work develops, a Year Level Manager will conduct a Student Development Plan meeting with the student and family.

Teachers are committed to:

- Make available to students and families an overview (year 7 – 10) or a Learning and Assessment Plan (LAP) for each subject. This will clearly show the number of tasks available to be undertaken, the weighting (if applicable) and the 'intended' due date for each task
- Provide copies of assessment tasks, marking rubrics or criteria and learning resources on Daymap
- A copy of Subject Assessment Deadlines is provided to each student every term.

- A copy of Subject Assessment Deadlines is sent to all parents/caregivers for every subject at the start of each term.
- For every subject, teachers set deadlines term by term and communicate this with their Learning Area Leader and Families. Changes to deadlines are communicated to parents via an email or via Daymap.
- Ensure students have appropriate instruction about how to complete the task.
- Use a variety of assessment methods to assess student work. Eg multimodal, discussions.
- Coach students in how to manage large tasks (eg helping them to break up tasks, providing scaffolds, timelines, exemplars, checkpoints etc) and prepare for tests or presentations.
- Provide feedback to students on assessment tasks that meet the deadlines.
- Clearly explain the consequences of deadlines not being met. ie no feedback / grade based on previous evidence / zero grade.
- Use verification checkpoints to monitor progress towards completion of an extended assessment task.
- Follow up checkpoints (including drafts) that are not met.
- Communicate missed Deadlines to families using DayMap Assessment Parent Alert.
- Record result for Assessment Task as 'Incomplete' in DayMap Assessment Task.
- Make adjustments to the assessment schedule for students eligible for Special Provisions.
- Return student drafts within 2 weeks and no later than 4 school days prior to the final due date.
- If a pattern of non-completion of work develops, a Year Level Manager will conduct a Student Development Plan meeting with the student and family.

Families are strongly encouraged to:

- Check emails and monitor the DayMap Parent Portal and end of term summary reports.
- Inform the school of any changes to family contact information. (including email address, phone and address)
- Encourage students to submit all drafts and final assessments by the due date.
- Attend parent, student and teacher interview evenings and meetings called specifically to discuss their child's progress.
- Provide an explanation for all student absence.
- Contact teachers if subject assessment deadlines have not been received from subject teachers.
- Inform teachers of unplanned circumstances that may impact on student progress or may require special provisions. See Appendix One for further information.
- Check the student is following all academic honesty guidelines re plagiarism, word count and verification.
- Provide a learning space for students to complete their work in the home.
- If a pattern of non-completion of work develops, a Year Level Manager will conduct a Student Development Plan meeting with the student and family.

Appeal process:

Year 7 – 10 subjects:

In the case of any dispute between a teacher, student and/or parent/caregiver regarding the submission of work, all complaints need to be made to the relevant Year Level Manager in writing where they will review the information and make a final decision in consultation with a member of the senior leadership team.

Stage 1 and 2 subjects:

In the case of any dispute between a teacher, student and/or parent/caregiver regarding the submission of work, all complaints need to be made to the relevant Senior School Leader where they will review the information and make a final decision in consultation with a member of the senior leadership team

NB if the subject teacher is the Year Level Manager or Senior School Leader, the issue will be managed by a member of the Senior Leadership Team.

Appendix One

KHS FLOW CHART FOR MISSING DEADLINES ACROSS YEARS 7 - 12

Provision of Timelines and Monitoring Progress

- Subject Teacher posts learning and assessment schedule and individual task deadlines on DayMap.
- Subject Teacher negotiates and monitors progress targets and coaches the student with their organisation.
- Families may request an extension **at least one day prior to the due date**. A copy of the current amount of attempted student work must accompany any requests for an extension.
- Subject Teacher indicates in the DayMap Subject Assessment Task / individual student comments the new extended deadline due date for the student.
- Students complete and upload work to the assessment task by the deadline.



Work Not Completed By Due Date

- Subject teacher records the task assessment grade as **incomplete** if no evidence is provided.
- If the student has completed some work by the due date, this will be graded.
- A missed test must be completed within 1 week – follow the extension procedures.

- Subject Teacher contacts the family by DayMap Assessment Parent Alert function to inform of the missed deadline. This will automatically be recorded as a DayMap note in the student DayMap file.



For Extended Tasks which require checkpoints, drafting and a final grade

- Subject teacher clearly explains the consequences of deadlines being missed. ie no feedback given/ grade based on previous evidence / zero grade.
- Subject teacher sets verification checkpoints to monitor progress towards completion of an extended assessment task and to verify that the student work has not been plagiarised.
- Students who do not submit a piece of work for the drafting process by the deadline will not receive feedback. Teachers will record the assessment task feedback as **incomplete**.
- If a pattern of non-completion of work develops, a Year Level Manager will conduct a Student Development Plan meeting with the student and family.



Repeatedly missed deadlines

- If a pattern of non-completion of work develops, a Year Level Manager will conduct a Student Development Plan meeting with the student and family.
- If a pattern of non-completion of work develops in years 11 and 12, a Year level manager will conduct a Student Development Plan meeting with the student and family in relation to the student being withdrawn from the subject. This could affect SACE/ATAR completion.