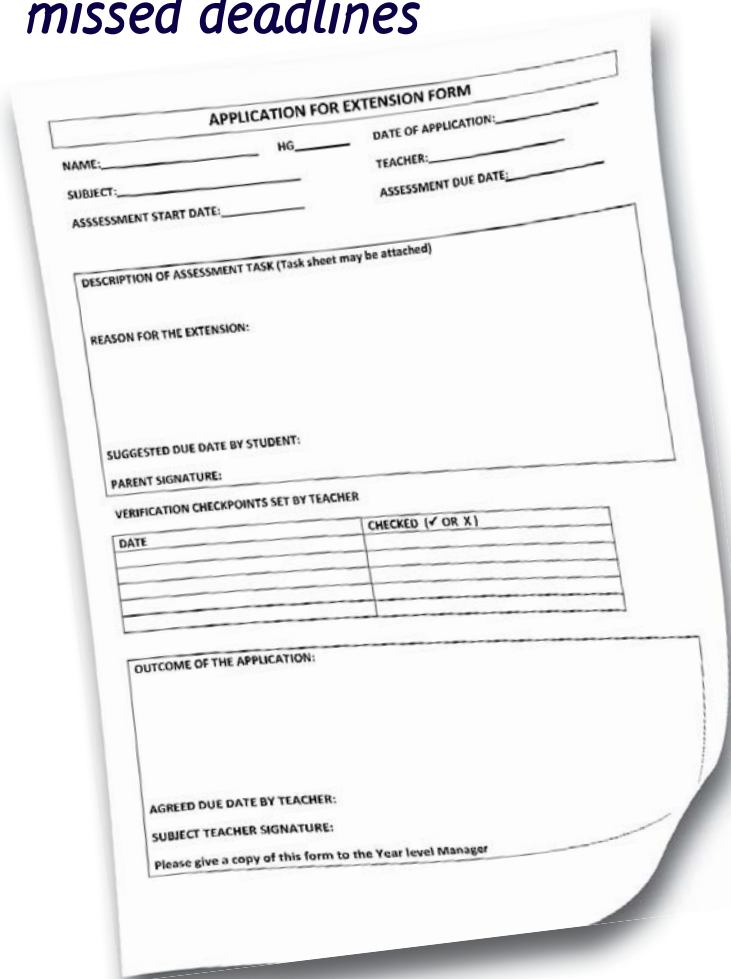


## What is an Assessment Deadline?

- Time when an assessment task is to be completed e.g. test or practical assessment
- Time when an assessment task has to be submitted e.g. an assignment

## Principles

1. Deadlines are set by the teacher
2. Deadlines must be fair and reasonable
3. Assessment tasks must be submitted by the deadline
4. Extensions must be requested ahead of the deadline
5. There are consequences for missed deadlines



APPLICATION FOR EXTENSION FORM

NAME: \_\_\_\_\_ HG \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ TEACHER: \_\_\_\_\_

ASSESSMENT START DATE: \_\_\_\_\_ ASSESSMENT DUE DATE: \_\_\_\_\_

DESCRIPTION OF ASSESSMENT TASK (Task sheet may be attached)

REASON FOR THE EXTENSION:

SUGGESTED DUE DATE BY STUDENT:

PARENT SIGNATURE:

VERIFICATION CHECKPOINTS SET BY TEACHER

| DATE | CHECKED (✓ OR X) |
|------|------------------|
|      |                  |
|      |                  |
|      |                  |
|      |                  |

OUTCOME OF THE APPLICATION:

AGREED DUE DATE BY TEACHER:

SUBJECT TEACHER SIGNATURE:

Please give a copy of this form to the Year level Manager

## Extensions

- Must have legitimate reasons
- Unlikely to be granted if class time has not been used effectively
- Must be requested before the due date

## Consequences for Missed Deadlines

*If a draft deadline or verification checkpoint (for longer tasks) is missed, responses may include:*

- Contact with home
- Academic detentions
- Home study privileges (SACE students) withdrawn



*If a final deadline is missed:*

- Meeting with subject teacher/ Year Level Manager to discuss further extension, alternative task or zero for task
- Contact with home
- Other sanctions including academic detentions, non-participation in sporting teams, relocation in study lessons (SACE students)

*If two final deadlines are missed (SACE subjects):*

- Meeting with parent/caregivers, Senior School Leader and Principal to discuss continued enrolment in subject