



KAPUNDA

High School

SUBMISSION OF WORK AND DEADLINES POLICY

RATIONALE

This policy focuses on the process of fairly setting a deadline and a flexibility to take into account factors that are beyond a student's control that may reduce their opportunity to complete and submit an assessment before a deadline. It also outlines consequences if a deadline is not met.

An assessment deadline at Kapunda High School is:

- The time when a summative and/or formative assessment task is to be completed at a particular time in a particular lesson (e.g. a test or practical assessment) OR
- The time/day when an extended assessment task has to be submitted (e.g. an assignment).

RESPONSIBILITIES

Teachers are committed to:

- Make available to students an overview for each subject. This will clearly show the number of tasks to be undertaken, the weighting (if appropriate) and the 'approximate' due date for each task.
- Provide copies of assessment tasks, marking rubrics and learning resources on *DAYMAP*.
- Set a due date for each summative assessment tasks. Typically, a due date is likely to be set at least three days before the deadline.
- Ensure that students have adequate 'in-class' instruction about how to complete the task.
- Coach students in how to manage large tasks (e.g. 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.
- Clearly explain the consequences of deadlines not being met.
- Use verification checkpoints to monitor progress towards completion of an assessment task.
- Intervene when mid task checkpoints (including drafts) are not met.
- Make adjustments to the assessment schedule, in consultation with Senior School Leader, for students eligible for Special Provisions.

Students are expected to:

- Attend all lessons and be active learners in the teaching and learning programme provided by the teacher.
- Submit assessment tasks by the due date and time determined by the subject teacher and according to class requirements (i.e. uploaded on *Day Map* or printed). This includes final moderation materials for SACE students.
- Ensure that work that is submitted is their own.
- Check with their subject teachers and *Day Map*, after absence from lessons, regarding work missed and assessment tasks set.
- Request any extensions at least one school day before the due date.
- Advise the school of any special provisions that may lead to a change in assessment processes - e.g. misadventure, chronic illness, etc.

Parents are strongly encouraged to:

- Monitor all reports, the school diary and the *Day Map* Parent Portal.
- Encourage students to submit all drafts and final assessments by the due date and time.
- Attend parent, student and teacher interviews.
- Attend parent information sessions.
- Provide an explanation for all student absence.
- Participate in meetings called to specifically discuss their child's progress.
- Inform teachers of issues that may impact on student progress or may require special provisions.

CORE PRINCIPLES WITH DETAILS

Principles	Details
1. Deadlines are set by the teacher	<ul style="list-style-type: none"> • The subject teacher is responsible for the students' assessment therefore the teacher is responsible for setting appropriate deadlines. • Deadlines should be established when the assessment task is first being set and published on <i>Day Map</i> rather than just a verbal agreement with the students.
2. Deadlines must be fair and reasonable	<ul style="list-style-type: none"> • Deadlines should be set to fairly allow students time to complete and submit the assessment tasks and allow teachers to mark the assessment. • Deadlines can range from non-negotiable (e.g. when an exam is set) to a completely negotiable timelines. The degree of negotiation depends on the course and the assessment task in context. • Subject teachers will ensure that extended assessment tasks have a process and timeline that scaffolds students to complete the assessment in stages. • Subject teachers will ensure that the personal needs and skill level of a student are taken into account when deadlines are set, and teach the necessary organisational and research skills so that students are able to successfully meet deadlines. • Subject teachers can alter the due date for the whole class if it becomes clear it is an unreasonable deadline.
3. Assessment tasks must be submitted by the deadline	<ul style="list-style-type: none"> • Students submit their work before or at the deadline. • Students submit their work directly to the teacher - either hardcopy or electronically. • Students without an approved extension must submit any work they have completed by the deadline - e.g. a submitted draft. • For an extended assessment task where a student cannot submit it directly to their teachers, peers or family members can submit the task to the school via the Front Office or mail it by Registered Post.

<p>4. Extensions must be requested ahead of the deadline date</p>	<ul style="list-style-type: none"> • Students are responsible for requesting an extension - either in person or through <i>Day Map</i> - and using the 'Application for Extension' form. • For any non-emergency situation, the request for a deadline must be made at least one school day prior to the deadline. • As part of the process, students need to show evidence of work completed to date and have the request for extension signed by a parent/caregiver. • Extensions are not automatically granted and are based on legitimate reasons including SACE Special Provisions such as: <ul style="list-style-type: none"> - Illness or injury that would prevent submission of the task by the deadline. In such cases, the extension request must be accompanied by a medical certificate or note from parents. - Emotional impairment or family crisis supported by a note from staff or parents. - School work overload supported by evidence from staff, parents or school counsellor - School work clashes e.g. a performance, excursion and test at the same time. - Misadventure (unforeseen, unavoidable disaster beyond the student's control) prevents work from being completed/submitted by the deadline. • Extensions are not likely to be granted when class time leading up to the deadline has not been used effectively by the student, there is no prior evidence of progress towards completion of the task or if it is due to personal choices. • Approved deadlines become the final deadline.
<p>5. There will be consequences for missed deadlines</p>	<ul style="list-style-type: none"> • If a draft deadline or verification checkpoint is missed, the subject teacher will contact the parent (via phone call, text, email, <i>Day Map</i> or letter) as soon as possible to support parent intervention. Academic detentions may be put in place and home study privileges for SACE students revoked. These interventions will be recorded on <i>Day Map</i>. <p>If a final deadline is missed at Year 8-10:</p> <ul style="list-style-type: none"> • there will be a meeting between the student and subject teacher to discuss whether there are grounds for a further extension, alternative or modified task to be set or application of a zero for the assessment. Parents will also be involved or communicated with at this point. • Other sanctions may be put in place until the work is completed and may also include academic detentions and non-participation in knockout sporting teams, etc. <p>If a final deadline is missed in a SACE subject:</p> <ul style="list-style-type: none"> • there will be a meeting between the student, subject teacher and Year Level Manager (or delegate) to discuss whether

- there are grounds for a further extension, alternative or modified task to be set or application of a zero for the assessment. Parents will also be involved or communicated with at this point.
 - Other sanctions will remain in place until the work is completed and may also include relocation in study lessons, academic detentions and non-participation in knockout sporting teams, etc.
 - Students who ultimately do not submit the assessment task will receive an 'N' and the total grade for the course will be reduced.
- If two final deadlines are missed in a SACE subject:**
- There will be a meeting between the student, their parents/caregivers, Senior School Leader and the school principal (or delegate) to discuss continued enrolment in the subject and the appropriateness of the subject to the student's pathway.
 - If the student remains in the subject, it is likely that academic detentions will be in place to support success.

APPEAL PROCESS

Year 8-10 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 under advisement from 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 regarding the submission of work, all complaints need to be made to the Senior School Leader in writing where they will review the information and make a final decision under advisement from 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.