



## Deadline Policy : Years 8-12

### Staff Responsibilities and Information

1. The College has adopted the following SACE Board policy statement for all year levels.
  - The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved.
  - Work handed in by the due date should then be graded at face value for summative purposes.
2. Staff will make deadlines clear to students. Stress the expectations the school has of students who are absent on a day when an assignment is due. Notify parents/caregivers of students not submitting summative tasks. *Notices of Concern* will be sent home (Senior School).
3. When students are absent on the day assignments are handed out, staff should make every attempt to inform students of the work required and the deadline by placing details on SEQTA.
4. Provide students with a clear indication about the nature of assessment tasks in a Learning and Assessment Plan which should be placed on SEQTA. Notify students of any changes to assessment plans. Stage 1 & 2 assessment plans should meet SACE requirements.
5. SACE students must negotiate an extension to a due date. A note from a parent is usually required. Teachers of Year 8-10 subjects will negotiate extensions with students as appropriate (short-term absences will rarely be grounds for an extension on a long term assignment). At all year levels, when tasks are scheduled for completion over a long period, it is expected teachers will provide check points to monitor progress and hence avoid a deadline problem. These review points have the added benefit of maintaining a check on the authenticity of the work being done.
6. Stage 2 Summative assessment tasks will in most cases have a draft due date at least 1 week before a deadline. If a draft deadline is breached a notice of concern will be sent home by the subject teacher
7. All Stage 2 Summative assessment tasks will have a strict deadline outlined at the beginning of the year. Teachers moving a deadline will need to inform all students and parents. Parents of students missing a deadline will be informed as soon as possible. *Notices of Missed Deadline* will be sent home (Senior School).
8. Students who miss a deadline will lose all privileges (must be in Senior Study during study periods) until the missed assignment is handed in. If the missed assignment is not handed in within the time the student has had 3 study periods, the student will be withdrawn from the subject until parents have met with the school.

## Deadline Policy : Years 8-12

### Student Responsibilities and Information

(Year 8 students have Term 1 to adjust)

1. Keep assessment plans for each subject with their work for the subject. Make adjustments to the plan if they occur.
2. Record deadlines in Student Planner. Students absent on the date that a piece of work is due must make other arrangements for the work to be delivered to the school with the student being responsible for its safe delivery. One of the following options is required:
  - Parent/Caregiver to bring work to school and leave at Student Services
  - send work to school with another student
  - phone subject teacher to make alternative arrangements
  - email work to the school (student must be able to provide conformation of email)
  - communicate with the teacher in regard to the method of submission used (student must be able to provide conformation if email)
  - post a hard copy to school postmarked on the due date.
3. Make every attempt to find out what assignment deadlines have been set during any absence by checking SEQTA and / or with the teacher. If SACE students are absent for significant periods of time an application for special provisions is recommended. See Senior School Assistant Principal for further details. Parents/caregivers of students not submitting SUMMATIVE tasks will be notified.
4. Stage1 & 2 students missing a deadline must attend Senior Study in all study periods until the assignment has been completed and handed in. If the student has not completed the missed assignment within 3 study periods, the student will attend a case conference with their parents and the school.
5. At all year levels where students have reason to believe they will not be able to meet a deadline, it is their responsibility to negotiate with the subject teacher as soon as they recognise they will have difficulty. This must always occur prior to the set deadline. Short-term absences will rarely be grounds for an extension on a long-term assignment.