# Submission of Work and Deadlines – SSC 7-12 2015 policy

## RATIONALE

Assignment **deadlines** are about fairness. 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 the opportunity a student has to complete and submit an assessment before a deadline, and consequences if a deadline is not met.

An **assessment deadline** at SSC 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
- the time / day when an extended assessment task has to be submitted (e.g. an assignment)

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| 1. **Deadlines are set by the teacher** | - 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 be documented rather than just a verbal agreement with the students.  
  - **Deadlines** should be set to fairly allow students time to complete and submit the assessment task and to allow teachers to mark the assessment. |
| 2. **Deadlines must be fair and reasonable** | - Students should have input into setting the **deadlines** where appropriate.  
  - **Deadlines** can range from non-negotiable (e.g. when an exam is being held) to a completely negotiable timeline. The degree of negotiation depends on the course and the assessment task in context.  
  - Depending on the assessment task, the exact deadline may be set as a lesson, a time or a date.  
  - 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 will ensure that extended assessment tasks have a process and timeline that scaffolds students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, during the duration of the task. |
| 3. **Deadlines must be adhered to by both students and teachers** | - A **deadline** will be consistent across the school and no student will advantage or disadvantaged by any change to this **deadline**.  
  - Agreed **deadlines** can only vary, either for the class or for individuals, using an agreed process and for legitimate reasons (see extensions and special provisions). |
### Assessment tasks must be submitted by the Deadline

- Students submit their work before or at the **deadline**.
- Students submit their work directly to the subject teacher in the first instance (hardcopy or electronic as specified).
- Students without an approved extension must submit any work they have completed by the **deadline** e.g. a submitted draft can replace the final product for SACE and IB assessment purposes.
- For an extended assessment task where a student cannot submit it directly to their teacher, peers or family members can submit the task to the school via the Front Office, or post it with a dated stamp to the school.
- Teachers accept and collect the completed assessment in a previously agreed format e.g. hardcopy, electronic, performance, video.

### If a Deadline is not met then the work is not accepted for summative assessment purposes

- When an assessment task isn’t submitted by the agreed **deadline**, the work cannot contribute to the grade for the assessment, a school-based assessment component or the external assessment component unless an extension has been granted at least 48 hours before the due date.
- Students are responsible for completing the assessment task after the **deadline** for feedback purposes.
- Work handed in after the **deadline** will be marked for feedback purposes only, to form part of the student’s formative assessment.

### Extensions must be requested ahead of the deadline date

- Students are responsible for requesting an extension.
- For any non-emergency situation, the request for an extension must be made 48 hours prior to the **deadline** and any request for an extension made on the **deadline** will not be granted.
- Extensions are not granted automatically they are negotiated with the teacher and are based on legitimate reasons including SACE Special Provisions such as:
  a) Illness or injury that would prevent submission of the task by the **deadline**. An extension request based on an illness and/or injury must have a note from parents, a doctor’s certificate or both in some situations (SACE Special Provision).
  b) Emotional impairment or family crisis supported by a note from staff or parents (SACE Special Provision).
  c) Schoolwork overload supported by evidence from staff, parents, or school counselor.
  d) Schoolwork clashes e.g. a performance, excursion and test at the same time. In these situations, it is the responsibility of the student to notify the relevant teachers.
  e) Misadventure (an unforeseen, unavoidable disaster beyond the students’ control) prevents work from being completed/ submitted by the **deadline** e.g. a computer crash (SACE Special Provision).

- **Note IB does not have Special Provisions but medical and/or parent/carer notes are to be supplied at all times.**
- Approved extensions to a **deadline** become the final **deadline**.
- Refer to SACE Special Provisions guidelines on alternative assessment arrangements that may be more appropriate for students. For IB students, teachers will negotiate an alternative assessment if required.
SACE BOARD DEADLINES FOR STAGE 1 and 2 SUBJECTS

The guidelines above are consistent with the SACE Redrafting, Reuse of Assessed Work, and Assessment Deadlines and Submission Dates policy. The SACE Board’s policy also provides information on the Deadlines for externally assessed work, called Submission Dates.

Please note:

- **Submission Dates** are set by the SACE Board
- Schools set **deadlines** prior to the submission date to support students to manage their workload and ensure the teacher has sufficient time to mark and check the students work
- Students who do not submit work by the approved **deadline** will receive an “N” for that task (N = no evidence = zero marks) and the total grade for the course will be reduced
- Granting a **submission date** extension by the SACE Board can occur through a Special Provisions Application a process that involves presenting evidence from medical/health practitioners and the school to substantiate the request for an extension.

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**TEAR OFF SLIP**

Please return this portion of the policy to your student’s Care Group Teacher (name)

My child/student and I have read and discussed this policy and now understand the outcomes of not meeting a deadline set in their subjects

Parent name ____________________________  Signed ____________________________  Date ____________________________