



Policy

Due Dates and Submissions Policy

Summary

This policy sets out the framework, guidelines and obligations regarding the submission of assessment tasks.

Table 1: Document Details

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1. TITLE

Submissions and Due Dates Policy

2. PURPOSE

Assignment due dates are about fairness. This policy focuses on fairly setting due dates with the flexibility to consider factors that are beyond a student's control that may impact their achievement but also to outline consequences of assessment tasks not submitted or a due date not being met.

3. SCOPE

The SACE board provides guidelines with regards to due dates and this document outlines the systems and processes for adhering to due dates at Seaford Secondary College from Years 7-12.

4. POLICY DETAIL

4.1 Submissions Expectations

- All tasks are to be uploaded to DayMap in a timely manner to give students the best opportunity to submit tasks to a high standard and meet deadlines.
- Draft and final due dates must be clear and published on DayMap (and in diaries where appropriate.)
- Consistent consequences will be outlined in this policy if due dates are not met without a valid explanation.
- Tasks should be handed out and started in lessons to facilitate class discussion and time given to ask clarifying questions.
- Clear task sheets with supporting documents (eg Task clarification, Gantt charts, check lists, rubrics) must be uploaded to DayMap.
- A course outline/overview including assessment tasks must be uploaded to DayMap at the start of each term.
- Tracking and Monitoring of students is required as part of the follow up.



5. Due Dates

Responsibilities for Subject Teachers

5.1 Due dates are set by the teacher

- The subject teacher is responsible for the students' assessment and therefore responsible for setting appropriate due dates for both drafts and final submission.
- Due dates should be established when the assessment task is first set and uploaded to DayMap.
- Due dates should be set fairly to allow students to complete and submit the assessment task and support teachers to provide feedback on drafts and allow teachers to mark the assessment.

5.2 Due dates must be fair and reasonable

- Students should have input into setting the due dates where appropriate.
- Due dates can range from non-negotiable (eg exam) 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 due date may be set as a lesson, a time or a date and should be published on DayMap.
- Subject teachers will ensure that the needs of students are taken into account and scaffold the necessary organisational and research skills to encourage students to successfully submit work by due dates.
- 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.

5.3 Due dates must be adhered to by both students and teachers

- A due date will be consistent across the school and no student will advantage or be disadvantaged by any change to a due date.
- Agreed due dates may only vary for the class or individual, using an agreed process and for legitimate reasons (see extensions and special provisions).
- Students without an improved extension must submit any work they have completed by the due date (eg a submitted draft may replace the final product for SACE and A.C purposes)

5.4 Consequences for not meeting a due date

- Students will be referred to and must attend Academic Recovery if their draft has not been submitted until the work has been submitted.
- If a Year 12 student misses a subject due date, their home study may also be revoked until the work is submitted.
- As a consequence for not adhering to due dates and for fairness, a penalty of **one band grade per week** will be deducted from the final grade until submitted (eg a B grade will drop to a C grade)
- An 'E Grade' will be given if there are no extenuating circumstances and parents must be informed.



5.5 Extensions

- Students are responsible for requesting an extension.
- For any non-emergency situation, a request for an extension must be made 48 hours prior to the set due date and any request for an extension after this time will not be granted.
- Extensions are not automatic and may be granted in negotiation with the teacher.
- Approved extensions to a due date must become the final due date.
- Refer to SACE Special Provisions guidelines on alternative assessment arrangements that may be more appropriate for individual students.
- A.C subjects do not have Special Provisions but extensions require a medical certificate or parent/caregiver note.

5.6 Follow Up

- Failure to complete a compulsory task will lead to higher levels of intervention.
- Teachers notify parents using either a SACE/Missed Deadline alert and/or a phone call home.
- Refer to Academic Recovery
- Teachers document the parent notification under students details on DayMap and send a DayMap note to appropriate leader (House/LAT)

6. Leaders responsibilities

6.1 House Leader Responsibilities

This group comprises B1 House Leader, B2 Assistant Head of House and B3 Head of House.

- Identify students who are not meeting Due Dates using DayMap data.
- Assist in developing strategies for improving organization and meeting due dates.

HOUSE LEADERS ARE REQUIRED TO:

- Support teachers with parent calls and meetings, particularly if students are not meeting deadlines across subjects.
- Support teachers with ensuring students attend Academic Recovery when required.
- Develop SDP's with the student and parent if possible and mail copy to parent. Upload SDP to DayMap under student details, attachments.
- Monitor student's successes as well as failures
- If SDP is breached leaders will implement agreed consequences.

6.2 LAT Leader Responsibilities

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6.3 Additional Responsibilities

PARENT PORTAL

Parents have access to the parent portal to support students' learning and support them with organisation and time management.

7. MONITORING, EVALUATION & REVIEW

This policy will be subject to review every 3 years by the Leadership Team in consultation with relevant stakeholders, or earlier if required, complying with any change to school policy or applicable legislation, government or departmental policy.