



## ASSESSMENT DEADLINES POLICY

Policy Number	004
Implemented	2012
Evaluated	2017
Next Evaluation	2020
Evaluation Group	LT
Evaluation Frequency	Every 3 Years

### 1. RATIONALE

At Gleeson College it is imperative that all required work is submitted on time. The Assessment Deadlines Policy provides a clear understanding of the processes and procedures in place to support this.

### 2. AIMS

- 2.1. To clearly articulate Gleeson College expectations for the submission of required work.
- 2.2. To ensure the standard application of procedures and consequences for students who work outside the guidelines of this policy.
- 2.3. To fulfil the requirement set down by SACE Board that each school develop and publish a Deadlines Policy.
- 2.4. To promote justice and equity within Gleeson College.
- 2.5. To provide staff sufficient time to consider the quality of student work.
- 2.6. To support the management of workloads for students and staff.

### 3. BROAD POLICY

All summative work to be submitted by students will be given a deadline. Students must comply with the Assessment Deadlines Policy if the work is to be counted towards assessment.

This policy includes the Academic Support Program (ASP) which assists students to meet assessment deadlines. (Appendix 1)

### 4. GUIDELINES

- 4.1 Students must submit work by the due date. The Academic Support Program (ASP) may be used by staff if students do not meet the agreed checkpoints in an assignment.
- 4.2 All student work requirements will have a deadline, which is set by the teacher. Failure to hand in work requirements (or part thereof) by the deadline set by the teacher will result in an Insufficient (I) being given to senior students (Years 10 -12) and middle school students (Years 7 – 9) will follow the ASP. However, the assignment must still be completed and submitted by a new set date for feedback on/and learning.
- 4.3 Failure to hand in the work requirements by the new set date in these circumstances will mean the application of consequences. Continued failure to submit set work could result in a student, after an interview with their parent(s) / caregiver(s), being placed on a work contract that describes assessment completion details required if the student wishes to continue a course of study at Gleeson College.
- 4.4 If a student is absent from school on the due date, they must still submit work electronically by the due date or for a hard copy the work must be submitted on the next day the student attends the College.

This must be done as early as possible on that day, preferably before the start of lessons and regardless of whether there is a lesson in that subject on the day of return. This assignment must be accompanied with a parent note or doctor's certificate explaining the absence. Assignments must be submitted to the subject teacher or through Student Services.

- 4.5 Teachers do not have to accept work handed in when a student returns to school after an absence that has not been for genuine reasons.
- 4.6 If a student arrives late or leaves early on any day that work is due, then they must still submit the work on arrival or before departure on that day.
- 4.7 Plagiarism is not permitted at Gleeson College. Plagiarism involves presenting the work of another author (student or published) as your own. The SACE Board policies on plagiarism and verification apply e.g. credit can only be given to parts of the assignment that can be verified as the students own work. Disciplinary consequences may also apply.
- 4.8 It is not acceptable for students to submit work electronically for teachers to print, unless their teacher has requested that work be submitted in such a way. Students must print their work at home or at school prior to the due date.
- 4.9 Students must have all assignments backed up on a storage device, their home drive, school workspace and / or emailed to their school email account. It is recommended that students have numerous backups of their work in the event that difficulties arise with their original document.
- 4.10 Computer related excuses for not meeting deadlines will not be accepted by teachers without substantiation.


## 5. BASIS OF DISCRETION


Obviously, there will be extenuating circumstances for some students, at times, for example, there may be illness, a death or trauma in the family. In these cases, extensions may be granted, provided they are reasonable and do not infringe on the rights of students who have met the original due date.

Students need to fill in the 'Application for Extension' form and give it to their Subject Teacher and then to their House Coordinator to be signed. The signed form must then be attached to the student's work that is to be submitted (electronic or hardcopy). Students must seek approval for extension at least 24 hours before the assignment is due, not on the due date. Should a teacher decide to approve an extension for a whole class, this should be discussed and finalised with the class at least 24 hours prior to the due date.

## 6. EVALUATION

The Leadership Team is responsible for the evaluation of this policy which will take place every 3 years. The policy should be considered by members of the Leadership Team as the key team within the College for Planning, Policy and Review. They may wish to seek opinions and expertise from other staff, parents and students as to the effectiveness of the policy.

Signed  Principal or delegate 22/03/2018

Signed  Chairperson of Board or delegate Dated: 22/03/2018

*This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012 and subsequently updated in 2017.*

# GLEESON COLLEGE

## REQUEST FOR EXTENSION FORM



STUDENT NAME: \_\_\_\_\_ SUBJECT: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

ORIGINAL DUE DATE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

### INSTRUCTIONS:

- All students are to complete this form a **minimum of 24 hours before** a summative is due.
- Students are allowed only **TWO** requests per subject for each semester.
- The student must meet with the teacher and the teacher, in consultation with the student, establishes a new due date.
- Failure to complete and return this extension form will result in the summative task not being accepted for assessment.
- Forms are valid only if signed by the student, parent/guardian, and teacher.
- At the teachers discretion a **signed parent/guardian note** will be provided with the extension form **and or** a **Doctor's Certificate** for extended absence.
- **Students agree to submit the assignment by the agreed upon extended due date and no later.**

### REASON FOR EXTENSION REQUIRED:

I have not yet completed / handed in the following summative: \_\_\_\_\_

because \_\_\_\_\_

In order for me to complete the summative, I need to:

\_\_\_\_\_  
\_\_\_\_\_

I will complete this summative task by the following date:

\_\_\_\_\_ **THIS IS THE FINAL SUBMISSION DATE**

STUDENT SIGNATURE: \_\_\_\_\_

TEACHER SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

# Requesting an Extension for the Submission of a Summative Assessment Task



Teachers establish due dates for summative tasks which allow students sufficient time to complete them to the best of their ability. If a due date cannot be met by a student then the following steps must be taken to ensure that the work will be completed and will be counted toward the assessment of the subject.

## Process for students to follow when requesting an Extension for the Submission of a Summative Assessment Task

### STEP 1:

**The student completes a Request for Extension Form.**

**All Students must apply and complete the Extension Form 24 hours prior to the due date.**

On the Request for Extension Form the:

- a) The student clarifies the reason for not completing the summative task by the original due date.
- b) The teacher, *taking into consideration the reason for not meeting the original deadline*, establishes a new due date if appropriate.
- c) The teacher reminds the student that the extension form must be returned by an accompanying parent/guardian signature on the new negotiated due date of the summative task.
- d) The completed extension form must be attached to the final summative assessment task.

### STEP 2:

**Student submits summative task by the new negotiated due date set by the teacher and student.**

OR

**Student does not submit summative task by the new due date. An appropriate grade for the missed summative task is recorded and the parent/guardian, Learning Area Coordinator and House Coordinator are informed.**

## APPENDIX 1 – ACADEMIC SUPPORT PROGRAM (ASP) (UPDATED NOVEMBER 2017)



### AIM

The aim of the Academic Support Program is to provide an opportunity for every student to complete summative assignments to a 'C-' standard or higher.

### PREAMBLE

It is understood that teachers are well placed to support student achievement in terms of work completion. The Academic Support Program is designed to support staff and students but is not intended to replace good teaching practices including:

- negotiating deadlines
- negotiating extensions
- strategies which support student understanding
- differentiation of tasks
- strategies which support the wellbeing or needs of students
- homework club or keeping students in at recess or lunch
- effective communication and relationship building.

### STRUCTURE

The ASP has a two-tiered approach.

#### **Middle School:**

“The consequence of not doing the work is doing the work.”

Students in the middle school will be expected to complete all work to a C- standard or better even after the due date has passed. After the due date only a C- can be achieved even though the work may be of a higher standard.

#### **Senior School:**

The ASP applies until the due date. The **Assessment Deadline Policy** applies from the due date. Please read the Deadline Policy in conjunction with the ASP.

### PROCESS

#### **Subject Teachers' Responsibilities:**

The ASP is initiated at a check point(s) before the due date of the assignment (please note the ASP is only for summative assignments).

Subject teacher has a conversation with the student regarding required attendance at ASP. Subject Teacher completes the Academic Support Form email template electronically (see Appendix 2).

Subject teachers are required to email the form with a covering note to:

- Parents/Caregivers and the Student
- Student Services Administrator
- Learning Area Coordinator
- House Coordinator

The Student Services Administrator will place student names in the daily notices and data base. Once a student has been placed on the ASP they must attend and submit the work to the subject teacher through the supervisor. They may then leave immediately.

#### **Student Responsibilities:**

Students must submit all required work by the due date as explained in the Assessment Deadlines Policy. They must also comply with all checkpoints set by the teacher for summative assignments.

If the student does not meet a particular checkpoint, they will be academically supported through the ASP initiated by the teacher.

If the student completes the work prior to the ASP time allotted to them, they must hand up the work to the subject teacher through the supervisor of the ASP.

Students must comply with the Assessment Deadlines Policy.

#### **LEADERSHIP STAFF MANAGEMENT PROCESS**

A student on ASP will report to a Leadership Team member at the beginning of lunch in the library and the LT member will supervise the student in the Multimedia room (library will be opened by the LT member for all students but no food or drink allowed). Students attending ASP may bring their lunch so as to maximise working time. The staff member replacing the LT member for the second half of lunch library duty will continue supervision where required.

#### **If Student Attendance = Yes**

- LT member emails "relevant staff" (with ASP as the title) indicating the attendance/absence of students.
- From this email the subject teacher will know if the student has attended or not.
- Any work completed by the student is either emailed directly to the Subject Teacher by the student from the Academic Support or a hard copy is submitted to the subject teachers' pigeon hole by the supervisor.

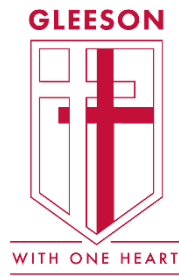
#### **If Student Attendance = No**

- LT member emails "relevant staff" indicating the attendance/absence of students.
- If a student fails to attend without an acceptable reason the Student Services Administrator will send an email to parents (email CC'd to Subject Teacher, LT, LAC, HC and Student) advising that the student will be '**Internally supported**'. The student's name is entered into the daily notices so that staff are aware of the student's absence from normal classes and the student is reminded to attend. The student reports to the Deputy Principal (or delegate) on the day of internal support.
- If at this stage of the process the student is internally supported (isolated) the student remains internally supported until outstanding work is completed to the desired standard.

#### **RECORDS OF ACADEMIC SUPPORT PROGRAM ATTENDANCE**

Student Services Administrator regularly emails LT the attendance record database of all the students who attend and those who do not attend the Academic Support sessions throughout the year.

## APPENDIX 2 – GLEESON COLLEGE ACADEMIC SUPPORT FORM



Dear **Student's Full Name**

Care Group: **\_\_\_\_\_**

You are scheduled for Academic Support at lunchtime in the Thomas library reading room.

Subject Teacher: **\_\_\_\_\_**

Subject: **\_\_\_\_\_**

Assignment Title: **\_\_\_\_\_**

Check Point Date: **\_\_\_\_\_**

Final Due Date: **\_\_\_\_\_**

Conversation with student occurred on: **Date**

Academic Support Date: **\_\_\_\_\_**

On this day you are required to attend Academic Support in the library Reading room at the beginning of lunch (you may bring your lunch).

Failure to attend will result in Internal Academic Support on the following school day starting directly after Care Group time, at 8.55am and concluding when the work is complete.

Kind regards

**Teacher's Name**

*This email has been sent to the student and Carbon Copied (CC) to Parent(s)/Guardian(s), Learning Area Coordinator, House Coordinator and Student Services Administrator (Ms Freeth).*