

## ASSESSMENT DEADLINE POLICY

### NHS Policy

1. This policy applies to those forms of assessment that **provide summary information at the end of a specified teaching–learning process** (i.e. summative tasks). These tasks are **documented in the assessment plan** issued to all students for each subject. The policy does not apply to other tasks that are devised to help the teacher and student during the learning process itself (i.e. formative tasks).
2. **Teachers will set time limits (deadlines)** for tasks that students are required to complete as part of their assessment requirements. Deadlines should be set with sensitivity to the needs of students regarding coinciding deadlines for other subjects or school activities.
3. **Students will be supported to develop their time management skills** by teachers showing greater sensitivity and flexibility in the middle years or on the first occasion that a student experiences difficulty in a particular subject.
4. Students may have the **opportunity to negotiate an extension** with the teacher. The grounds for extension represent a balance between compassion to an individual and fairness to the whole group of students involved.
5. **If work is not presented for summative assessment by the end of the deadline**, then the work is not acceptable for that assessment. Work handed in after the negotiated deadline may be marked for feedback purposes only, to form part of the student’s formative assessment.
6. **Parents will be informed via a proforma letter** when students do not submit or make a reasonable attempt at a major piece of work for summative assessment.

### Procedures

1. **Teachers should ensure that the deadlines are clearly publicised** to students and ensure that students note deadlines in their diary.
2. For **tasks with an extended timeline (i.e. two weeks or more)**, teachers are expected to give students **frequent reminders of the approaching deadline** and **assist students to organise themselves** to progressively complete the aspects of the task. Teachers should regularly monitor student progress to avoid a deadline problem, to provide feedback and to verify the authenticity of the work being done.
3. **Students are able to negotiate an extension of the deadline** if they meet the criteria below.
  - Acceptable circumstances for negotiating an extension to a deadline include
    - a. **Illness** (supported by a parent note). Year 11 and 12 students seeking an extension for illness of more than two days will require a medical certificate.
    - b. **Significant other school commitments** e.g. other assessment tasks, school activities.
    - c. **Personal problems of a significant nature** (verified by parent, school counsellor or Pastoral Care Worker).
    - d. **Extended family holiday**.
  - Students wishing to negotiate an extension **must see the subject teacher** as soon as the need becomes obvious and provide the necessary verification. This **must be at least three full days before the deadline**.
  - **Suspension from school** and **absence on the day the task is due** are not grounds for an extension. **Failure of electronic equipment** is also not an acceptable reason – students are encouraged to keep backup copies and drafts.
4. **The granting of an extension, and its length, are at the discretion of the subject teacher** and will depend on the nature, length and timing of the interruption.

**Students will be required to negotiate an extension by submitting a formal Extension Request via the Extension Request form.**

- If an extension is granted, a record of the new negotiated date will be recorded in Daymap.
- The onus is on the student to request the extension and have parental support indicated on the form.
- Teachers **may ask students to show their progress to date** to assist in the determination of an extension.

- **Teachers should be sensitive to student needs** and should consider all avenues of **special provisions in assessment** (as documented by the SACE Board) to assist students to meet assessment criteria. Extension of deadlines is just one of the criteria that can be used.
  - Teachers may choose not to grant an extension in situations where students have provided no evidence of the progress of their work, and work in class.
  - Special consideration may be made in extenuating circumstances.
5. If a student has **extenuating circumstances** that prevent them from completing a task and have not sought an extension, **they should submit the work that they have completed by the deadline**. They can then negotiate with the teacher regarding the possibility of having extra time allocated.
  6. When a student is **absent on the day a task is due** (including single day tasks e.g. tests) they are required to do the following:
    - **If the absence is planned** the student should inform the teacher prior to the day. In this case the teacher will decide if the student needs to complete the task prior to the day, arrange to have it handed up on the due date or be given an extension until they return to school.
    - **If the absence is not planned** then
      - a. **For year 11 and 12 students**, either
        - they should **arrange for the work to be submitted** according to the deadline;
        - or **parents are asked to phone the school** to notify the subject teacher of the absence. The student must provide a medical certificate, or other similar verification, to be granted an extension. If the reason for absence is not valid, the mark will be zero.
      - b. **For year 8, 9 and 10 students**, either
        - they should **arrange for the work to be submitted** according to the deadline;
        - or students are required to **show their diary note for the absent day** to their subject teacher when they return to school and **submit their work on that day**. The teacher will decide if an extension will be granted. If the reason for absence is not valid, the mark will be zero.
  7. **Teachers may choose to vary the deadline for the whole class, in consultation with students**, if circumstances change (e.g. unanticipated disruption to lessons). The notification of a change of the due date should be at least two full days for an extended task.
  8. In most cases the student will submit assessment tasks on Daymap, or directly to the subject teacher. If this is not possible, **students must submit work through the Student Services Office** where a record will be kept.
  9. Students who do not submit work by the approved Submission Date will receive an “N” for that task (N = no evidence = zero marks) and the total grade for the course will be reduced. Evidence from existing formative tasks, discussions and drafts for that task may be considered.
  10. **Subject teachers will complete the proforma letter** as soon as possible **for all students who do not meet the deadline or whose attempt at the task is not reasonable** (student achieves below E for the task). This letter will be counter-signed by the Year Level Manager, and forwarded to the Front Office to be recorded and posted home.

#### Reference

Assessment Deadlines Policy (for use from 2016) Ref: A413533, 1.0  
 SACE Assessment and Reporting Guidelines 2017  
 Assessment and Reporting Policy Exemplar provided by the SACE Board  
 Completion and Assessment of Work Exemplar provided by the SACE Board