

Deadline Policy

1. Principles

- 1.1. The policy must be consistent with SACE Board policy.
- 1.2. Definitions
 - 1.2.1. Deadline
 - 1.2.1.1. The *deadline* is the *date and time* by which the assessment task must be submitted.

2. Senior School (Year 10-12)

- 2.1. These courses are:
 - 2.1.1. approved and moderated according to SACE Board policies on assessment, or
 - 2.1.2. approved school based courses at the year 10 level.
- 2.2. Procedures:
 - 2.2.1. Deadlines for summative pieces of work need to be set, and work not submitted by these deadlines, which has not been granted an extension of time, according to the guidelines and criteria outlined in the SACE Board policy, **MUST** be awarded a zero (0) or 'N' grade for the performance standards assessed.
 - 2.2.2. Work may be handed in after the deadline and marked, for feedback purposes only, but cannot count towards the summative assessment.
 - 2.2.3. Work submitted by the deadline, and marked, cannot be re-submitted in order to gain a higher grade.
 - 2.2.4. Any work not submitted by the deadline will have a "Non-Submission" letter sent home IMMEDIATELY
- 2.3. Extensions for students with legitimate written reasons for the late submission will be at the teacher's discretion or in line with SACE Board policy.

3. Junior School (Year 8-9)

- 3.1. If work is not submitted by the due date:
 - 3.1.1. A "Non-submission" letter will be posted home IMMEDIATELY A copy of this letter is given to the HG teacher to allow tracking. If a phone call is made a pink slip records the issue.-
 - 3.1.2. Students will be given a max of 1 school week to have their task submitted after the due date if it is to be considered for marking. Teachers may impose consequences during this week.
 - 3.1.3. 20% of their final marks will be deducted for every day late (up to 5 school days).
 - 3.1.4. Any work submitted after 1 school week will be awarded a zero grade. ~~The student will still need to submit the task (or part thereof) but it will be up to the teacher's discretion if they will mark it for feedback purposes only~~
- 3.2. Extensions for students with legitimate written reasons for the late submission will be at the teacher's discretion.

4. Expectations for Students

- 4.1. All deadlines are to be met.
- 4.2. You must have intermediary check dates for regulating progress with teachers.
- 4.3. Students absent on the due date are expected to get the work to school by the stated deadline as it is the student's responsibility. If this is not possible the student must

telephone the school to inform the teacher of the arrangements for delivery of the assessment item. These alternative arrangements could be:

- 4.3.1. Arrange for someone to deliver the task on your behalf prior to the deadline.
- 4.3.2. Post it so that it has the deadline or earlier postmarked on the envelope.
- 4.3.3. Email the task so that the time and date stamp of the email is earlier than the deadline. Contact the school to confirm the arrival of the email.
- 4.3.4. Drop it in to the Principal of the nearest school and have the work initialled by the Principal (or proxy), then notify Waikerie High School to inform them of your action.

5. Extensions for any Assessment Item

- 5.1. Extensions to deadlines will be given for acceptable reasons only, will not be granted lightly, and will need to be negotiated **well before** the deadline.
- 5.2. Reasons for extensions will need to be in line with the above policy. Examples could include:
 - 5.2.1. Extended absence (a doctor's certificate may be required)
 - 5.2.2. Extra-curricular commitments.
 - 5.2.3. Unavailability of required facilities/resources
- 5.3. All teachers aim to administer fairness to all students, and have sensitivity to all circumstances and requests for an extension.

6. Version Control

- 6.1. Version Number: 2013.01
- 6.2. Voted on and passed by:
 - 6.2.1. Staff 14th November 2013
 - 6.2.2. Governing Council 21st November 2013