

7-10 Submission of Work and Deadlines Policy

RATIONALE

Teachers at Harrison School understand that assessment plays an important role in making judgments around students' learning and they use students' demonstration for what they know, understand and can do to inform the following sequences of content, knowledge and skills. Teachers also value the learning of new skills like time management, punctuality, teamwork and communication. All of which are essential skills which students need to learn and practice to be able to meet due dates and manage their assessment load.

The assessment policy is modelled from a gradual release of responsibility approach where students, at an age appropriate level, take on more responsibility to meet due dates, manage their time and work collaboratively with their teachers when they need assistance and extension.

An assessment deadline at Harrison School is defined as the time when a formative and/or summative 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).

RESPONSIBILITIES OF STUDENTS:

1. Students are to submit work on time as indicated on the assessment task.
2. Students will be proactive in seeking support, assistance and/or guidance throughout the assessment task as needed.
3. Students will request an extension as per the year level guidelines for genuine reasons such as illness or family commitments. The unforeseen circumstances are an exception.
4. Students will submit a parent/caregiver note/email when requesting extensions for the majority of situations. In special circumstances, teachers may use their discretion and grant an extension without a note/email.
5. Students must apply through SLC and provide evidence to support the special consideration for one on one presentation.
6. Students will abide by the Deadline Policy and follow the consequences of failing to meet deadlines

Year 7 and 8: All assessments must be submitted by week 8 in the mid semester reporting period (in terms 1 and 3) and by week 7 in the end of semester reporting period (in terms 2 and 4)

Year 9 and 10: Students will have a five day window to submit their assessment after the due date with the penalty in grade

7. Students will use their homework time to complete unfinished classwork, practice skills, and prepare for assessments.
8. Students will comply with the guidelines around oral presentations as set by the classroom teacher.

EXTENSION PROCESS

1. In the event of illness, impairment, or the experience of an unforeseen incident beyond their control that affects their ability to participate in, or submit an assessment task on time, students may apply for an extension.
2. The student should communicate with the subject teacher and caregiver requesting an extension, and stating the reasons it is required, no less than two school days prior to the due date.
3. Requests must be supported and endorsed by the parent prior to approval by the teacher.
4. Students in year 7 and 8 can get an extension of up to ten days, whereas students in year 9 and 10 are granted an extension of no more than five days.
5. If a student is absent from an in-class assessment for valid reasons, the teacher will arrange for a makeup assessment during the appropriate session (usually the following lesson).

NON SUBMISSION OF ASSESSMENT:

1. When no prior extension has been sought and approved and work has not been submitted on time, students will have the following consequences:
Year 7 and 8: The ability to submit work by due date is assessed through the use of a rubric. It is possible that the student will not obtain comprehensive feedback in relation to their assessment.
Year 9 and 10: Students will have a five school day window to complete and submit the assessment. The academic performance of students is impacted negatively in the event of missed due dates.
2. If the student does not submit a take home assessment item, or essential classwork the classroom teacher will contact home and inform parents and carers.
3. If an extended deadline is not met, then the work is not accepted for summative assessment purposes.

SPECIALIST SUBJECT CLAUSE:

Arts and Technology in class practical projects:

In Arts and Technology learning areas students will be experiencing and participating in a large range of practical activities. These practical activities take time to do, and teachers of arts and technology subjects

understand that the successful outcome of these projects rely on students being present in class and actively engaged in creating their projects.

We also understand and value that students learn at their own pace and may take some students longer to learn and demonstrate a level of mastery of skills than others.

Teachers will set an anticipated completion date for practical projects, however this may be extended due depending on the pace in which all students are learning.

All practical work must be completed by the end of the assessment period, usually mid or end of semester, inline with reporting dates. This date will be advertised through the classroom teacher.

Arts and Technology theory projects (in class and take home):

Arts and Technology are aligned with the Harrison School Assessment policy in the completion and submission of theory assessment tasks.

PLAGIARISM:

Assessments that are plagiarised will not be accepted as a demonstration of learning. Failure to acknowledge sources may result in work not being assessed; in this case the student will be asked to resubmit their assessment with a negotiated deadline. As a means of providing assistance, communication will be made with the parents/caregivers of the students.

APPEAL PROCESS:

Students are afforded the opportunity to submit an appeal for the purpose of reassessment. It is necessary for them to submit the appeal [form](#) to the learning area executive.

SPECIAL CONSIDERATION PROCESS:

If a student requires a special consideration for assessment, a special consideration [form](#) needs to be submitted. This process formally records the circumstance and decision making.



Flowchart Deadline Policy

