

# Ardrossan Area School

Success, Respect, Fairness



# Middle School Assessment Deadline Policy

## Document Control

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**Government of South Australia**  
Department for Education



## Middle School Assessment Deadline Policy

### Rationale:

A deadline policy exists at Ardrossan Area School to ensure that all students are treated fairly and consistently in terms of deadlines for submission of work. Adhering to deadlines will ensure that all students have equal time and/or opportunity in which to complete an assessment task.

This Policy refers to the summative tasks identified on the Teaching and Learning Plan.

### Roles and Responsibilities of Students:

- All summative tasks must be submitted by the stated deadline. This includes draft/s, unless an extension has been negotiated with the teacher at least 24 hours beforehand. (see grounds for extension overleaf)
- Tasks must be submitted (as a printed copy) by 2.30pm to the teacher, or electronically via email by 11.59pm on the day the assessment task is due.
- Students who are unexpectedly absent on the day that an assignment is due must submit their assignment on their first day back at school, regardless of if they have a lesson. A printed copy must be submitted to the teacher by 2.30pm or electronically via email by 11.59pm on their first day back at school. Students must also provide a note from a parent/caregiver to the Home Group and relevant subject teacher stipulating the reason for the absence (illness, compassionate grounds or misadventure)
- If a deadline, or renegotiated deadline is not met students are required to attend Lunch Time Detention to complete the assessment task. The summative task needs to be submitted to the teacher by 2.30pm or electronically via email by 11.59pm on the day after the Lunch Time Detention.
- If the task is not submitted to the teacher by 2.30pm or electronically via email by 11.59pm on the day after the Lunch Time Detention students will receive a grade of E for that assessment task.
- Students who are unexpectedly absent on the day of an assigned test or supervised task (eg. practical, experiment etc.) must speak to their subject teacher during morning Home Group on the day of their return to school in order to negotiate an alternate time to undertake the supervised task. Students must also provide a note from a parent/caregiver to the Home Group and relevant subject teacher stipulating the reason for the absence (illness, compassionate grounds or misadventure).
- The responsibility for seeking an extension on legitimate grounds rests with the student and must be completed and confirmed either in person or via email at least 24 hours before a stipulated deadline.
- Any dispute on the part of a student should be referred to the Deputy Principal as per the appeals process
- It is strongly advised that students keep a copy of all submitted assessment tasks both in a printed and electronic format

### Failure to Comply:

- Students failing to submit summative tasks or complete supervised tasks (practicals, experiments etc.) on the Teaching and Learning Plan by the stipulated due date, or re-negotiated due date will receive a grade of E for that assessment task.
- If work is not submitted (or in cases of practical assessments completed) by the due date or renegotiated due date, teachers will send home a *Failure to Submit* letter. A copy of this letter is to be given to the Deputy Principal and a copy to the Front Office so it can be added to the student's file. The tear-off signed slip is to be returned to the teacher by the student within one week of sending the letter home. If this does not occur, the teacher will contact caregiver by phone.



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### Failure to Comply:

- Students failing to submit a draft by the required due date, and failing to negotiate an extension will be required to submit their summative assessment task without receiving teacher feedback. When a student does not submit a draft for feedback a teacher is required to cite a partial draft and evidence of formative learning to verify the students summative task. A teacher is required to contact parents/caregivers to notify them of the non-submission of draft and of the final due date for the assessment task
- A student with repeated absences on dates when work is due or supervised assessment tasks are scheduled to be undertaken may be asked to provide a medical certificate.

### Roles and Responsibilities of Teachers:

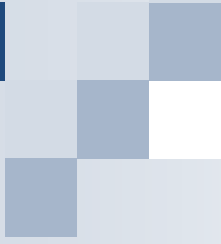
- Teachers' adherence to the deadline policy is critical for consistency and setting a rigorous learning program
- Teachers will provide an assessment outline as a guide to assist students to plan and manage their time to complete summative assessments
- Submission deadlines are to be clearly stated on the assessment task sheet
- Deadlines are to be manageable, realistic and take into account the time pressures of other subjects, school events and student learning needs
- The marking and subsequent feedback on assessment items, particularly drafts, is to be provided to students in a timely manner (e.g. within a week)
- If a teacher loses or misplaces a submitted assessment task, they must approach the student for a copy of the submitted task and the student is not penalised
- To correspond with parents and caregivers about any work that has not been submitted
- Teachers will provide a level of intervention to support students to complete future summative assessment tasks'

### GROUNDS FOR GRANTING EXTENSIONS (absent on day of submission or supervised task)

- verified illness: a certificate from a medical practitioner, specifying illness, is required if student is absent on the final submission date.
- compassionate grounds: including bereavement of significant person, a distressing family/living situation, carer's responsibilities. Recommendation from a student counsellor or health care professional may be accepted.
- verified misadventure (on the day of submissions): a personal accident, unavoidable circumstances (i.e. transport break down) a note from a parent/guardian, specifying the misadventure.

### GROUNDS FOR GRANTING EXTENSIONS (more than 24 hours before submission date)

- school work overload supported by evidence from staff, parents or school counsellor
- school work clashes eg. performance, excursion and supervised assessment. It is the responsibility of the student to notify relevant teachers.
- misadventure (an unforeseen, unavoidable disaster beyond the students' control) which prevented work from being completed/submitted by the deadline eg. computer crash, loss or theft of work supported by evidence from staff, parents or school counsellor



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### Revision Record:

Date	Revision Description