

NARACOORTE HIGH SCHOOL

Assessment Deadlines Policy

RATIONALE

Teachers have a responsibility to effectively teach in their subject and to facilitate and optimise the learning of the students in their care. Students have a responsibility to ensure that their own learning and that of others proceeds in a positive and effective manner. Students also have a responsibility to complete all assignments and work requirements within a reasonable time frame as negotiated by the teacher and the class.

When teachers, in negotiation with their classes, specify fair and reasonable deadlines for handing in work and then continue to facilitate learning, the responsibility for completing assessment tasks and handing them up by the deadline clearly rests with the individual student.

PURPOSE

- To ensure students take responsibility for completing work, to the best of their ability, within the negotiated deadlines
- To encourage students to take responsibility for facilitating their learning
- To allow for the effective continuation of the student's learning

GUIDELINES

MIDDLE SCHOOL

When a student does not submit an assignment or is absent on the day of the deadline or classroom presentation:

- An opportunity to meet the requirements of the assessment task will be provided by the subject teacher and a revised deadline for the completion of this work will be set. This will be outlined in a letter sent to parents.
- Failure to submit the assignment by the revised deadline will result in teachers using drafts and/or classroom participation to develop a grade based on the subject's assessment criteria. Where this is not possible students will receive a "no grade" for the assignment.
- Requests for an extension must occur before the due date of the assignment by the student.
- Extensions will only be granted on genuine grounds such as sickness, accidents, family bereavements, or difficulties in gaining access to resources.

SENIOR SCHOOL

When a student does not submit an assignment or is absent on the day of the deadline or classroom presentation:

- Failure to submit the assignment by the deadline will result in teachers using drafts and/or classroom participation to develop a grade based on the subjects assessment criteria. Where this is not possible students will receive a "no grade" for the assignment.
- Requests for an extension must occur before the due date of the assignment by the student.
- Extensions will only be granted when a Doctors Certificate has been provided, in line with the SACE Assessment Guidelines.

RESPONSIBILITIES

STUDENTS WILL:

- Ensure all time lines for assignments are adhered to
- Negotiate extensions prior to the due date for an assignment

SUBJECT TEACHERS WILL:

- Negotiate with students to decide upon fair and reasonable deadlines for assignment tasks.
- Contact parents to inform them of instances where students have not submitted work utilising the proforma letter.
- Ensure the student has a second opportunity to meet the objective(s) through the subject assessment plan with:
 - ⇒ A clear explanation of the consequences of failing to hand in remaining assessment tasks
 - ⇒ advise that if no fair attempt had been made by the student on the original task and if no fair attempt is made on future tasks then this could result in a low level of achievement for the subject