Middle School Assessment Deadlines Policy

Background

The St Francis de Sales College Middle School Assessment Deadline Policy provides a transition for students in preparation for the St Francis de Sales College Senior School Assessment Deadline Policy. All teachers, parents, guardians and students are encouraged to familiarise themselves with the policies.

Rationale

Assessment Deadlines exist to help students and teachers to manage workloads and provide an equitable playing field for all students. Subject teachers are responsible for setting and applying assessment deadlines for school assessments. Extensions to set deadlines are possible only where the student has negotiated an extension at least 24 hours before the assessment deadline.

Deadlines safeguard the interest of students who complete their work punctually, assist in developing good study habits, and develop life-long skills for work and further study.

Submission of work:

- Teachers must set deadlines (due dates) by which time an assignment must be submitted.
- All tasks must be submitted by the stated deadline.
- Submission should be in the lesson unless the work has been submitted prior to the lesson.
- Teachers are asked to ensure that all deadlines occur on a day when they have that class and the deadline time occurs during that lesson.
- When a deadline occurs in the subject teachers’ absence, the relieving teacher will be advised and will collect all assessment tasks during that lesson and place them in the absent teacher’s pigeon hole.
- If a student in Year 6 fails to submit the work by the due date, the maximum grade that can be recorded is a C-, as long as the work is handed in within two days of the original due date. The student is only granted this exception twice per semester. A note will be placed in the student’s diary to notify parents and other subject teachers. The work must still be submitted, irrespective of the missed deadline.
- If a student in Year 7 fails to submit the work by the due date, the maximum grade that can be recorded is a C-, as long as the work is handed in within two days of the original due date. The student is only granted this exception once per semester. A note will be placed in the student’s diary to notify parents and other subject teachers. (Refer to example parent note attached). The work must still be submitted, irrespective of the missed deadline.
- If a student in Year 8 or 9 does not submit the work by the due date, an FS grade (Failure to Submit) will be recorded. A note will be placed in the student’s diary to notify parents. (Refer to example parent note attached). The work must still be submitted irrespective of the missed deadline.
- Students who are absent for an assessment task deadline should arrange for the assessment task to be delivered by a third person, or submit it to the subject teacher on their next day back at the College.
- If a student does not submit the work by the due date an E grade will be recorded.
- Students who miss two consecutive deadlines will need to meet with their parents, the subject teacher and the Head of School.
Tests

- If absence occurs on the day of a test, students are required to sit the test at the next available occasion, at the teacher’s discretion.
- In circumstances where the teacher assesses the student and deems it necessary for the student to be exempt at the time of the test, the teacher may create an opportunity for the student to sit the test at the next earliest possible time. This may be for prolonged absence, illness etc.

Valid reasons for extending deadlines:

All reasons must be supported by documentation from a parent/guardian for seeking special provisions, a doctor’s certificate, or as negotiated with the Head of the Middle School.

Valid reasons include the following:

- Illness or injury supported by a note from parents or a medical certificate
- Personal or family crisis supported by a note from staff or parents
- Schoolwork overload supported by evidence from staff, parents, or school counsellor (with forward planning by staff and students this should be a rare occurrence)
- Misadventure (an unforeseen, unavoidable disaster beyond the student’s control) prevents work from being completed by the deadline
- Technological breakdown, providing the student can provide sufficient evidence of work already in progress/close to completion: e.g. drafts/back up.

The following are guidelines for granting an extension:

- Where the student knows in advance that, for genuine reasons, the deadline cannot be met or they will be absent on the day then they can approach the teacher to negotiate an extension.
- All extensions must be negotiated at least 24 hours in advance.
- Granting of an extension is not automatic.
- An absence during the period of time allowed for an assignment does not automatically entitle a student to an extension. This must be negotiated prior to the due date.
- Extensions will not be granted if requested on the actual due date itself. The length of an extension will depend upon individual circumstances.
- Absence at the time of the deadline for events of the student’s own choosing such as non-school activities, or family holiday will not receive an automatic extension.
Dear Parent/Caregiver,

Your child ____________________________________________ has failed to submit his/her ____________________________________________ and in accordance with the College’s Middle School Assessment Deadline Policy, will receive a maximum grade of C- if the task is submitted within two days of the original deadline. The work must still be completed and submitted, even after the two days. Please acknowledge your understanding of this by signing below.

Teacher: ___________________________ Parent: ___________________________

Dear Parent/Caregiver,

Your child ____________________________________________ has failed to submit his/her ____________________________________________ and in accordance with the College’s Middle School Assessment Deadline Policy, will receive an FS grade (Failure to Submit). The work must still be completed and submitted, even after the two days. Please acknowledge your understanding of this by signing below.

Teacher: ___________________________ Parent: ___________________________