St Francis de Sales COLLEGE

# Senior School Assessment Deadlines Policy

## Background

The St Francis de Sales College Senior School Assessment Deadlines Policy follows the South Australian Certificate of Education Board policies. All teachers, parents, guardians and students are encouraged to familiarise themselves with the policies. www.sace.sa.edu.au

The SACE Board has responsibility for the assessment of student at Stage 1 and Stage 2. The Policy States:

a) 'that the Board recognises for assignments and other work related activities, time-limits within schools need to be set' and
b) 'that assignments or work requirements not presented at the expiration of deadlines must be awarded a zero and receive no accreditation for SACE objectives.'

## Rationale

Assessment Deadlines exist to help students and teachers to manage workloads and meet the quality assurance standards of the South Australian Certificate of Education. Subject teachers are responsible for setting and applying assessment deadlines for school assessments. Extensions to set deadlines are possible only where special provisions have been granted, or 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.
- 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.
- Students who are absent for an assessment task deadline should arrange for the assessment task to be delivered by a third person, or post it to the teacher at the College (postmarked with the due date) or email it to the teacher with a screen print showing the date and time sent, or submit via the Moodle site for the subject.
- If a student does not submit the work by the due date a zero (0) mark will be recorded.
- Parents will be notified of a missed deadline by a note in the student diary. This must be signed and shown to the subject teacher in the next lesson.
- 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, parents must contact the college and state the reasons for the absence. If the test forms part of a formal SACE assessment task, medical evidence will be required to support this information.
- If special provisions are granted the student should be required to do the test at a time allocated by the subject teacher.

**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 Senior 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 extension or alternative consideration.
- Students who miss deadlines set by the SACE board for externally assessed tasks (such as exams) may be able to apply for Special Provisions. They will need strong supporting evidence.

**Drafting of student work**

The number of times a piece of work is redrafted depends on the specifications in the relevant subject outline, SACE Operational manual or assessment design determined by the teacher.

The College Policy is that no more that 2 drafts of any piece of work for assessment is allowable in subjects where the number of drafts is not stipulated.