



# Assessment Deadline Procedure for Year 7-12 students

## When an assessment task is introduced

### The Teacher

1. Provides an electronic and/or hardcopy of the task sheet.
2. Discusses the assessment task, and its assessment criteria.
3. Outlines key dates, identifies a checkpoint, and final deadline.

### The Student

1. Keeps a record of key dates.
2. Identifies any impediments to meeting key dates and discusses these with the teacher.

## When the assessment checkpoint arrives

### The Teacher

1. Returns student work in a timely manner.
2. Provides feedback (written and/or verbal consultation) and a checkpoint grade (where appropriate), which is made available on SEQTA Learn.
3. Confirms or adjusts the final assessment deadline in consultation with the students.

### The Student

1. Identifies (names) their work in accordance with filing conventions.
2. Submits their work to the teacher in the specified format by the agreed checkpoint deadline.

## If the checkpoint is not met

### The Teacher

1. Notifies the student.
2. Records on SEQTA Learn, and notifies the student's parents/caregivers, and Year Level Leader.
3. Makes a note for the student to attend a Lunchtime Workroom.
4. Once the checkpoint is submitted, the final assessment date will be confirmed by the teacher in consultation with the student and parent/caregiver.

### The Student

1. The student's parent/caregiver confirms that they have received the notification.
2. The student attends a Lunchtime Workroom to complete the checkpoint.
3. Failure to attend the Lunchtime Workroom and submit a checkpoint will result in the activation of the PRP, Section B, Choices.

## When the final deadline arrives

### The Teacher

1. Marks and returns the task in a timely manner, assessing the work against the criteria outlined on the task sheet.
2. Provides detailed feedback to the student on SEQTA Learn, identifying areas for improvement.

### The Student

1. Submits the task to the teacher in the specified format in line with the agreed deadline.
2. Once marked, the student can request further feedback, if required.

## If the final deadline is not met

### The Teacher

1. Follows steps 1 and 2 as per ***If the assessment checkpoint is not met.***
2. Marks the student's checkpoint submission as their final task.
3. If no draft or evidence of the student's work has been received, the teacher will award the student an **N** grade (No evidence), communicating this with the student and their parents/caregivers.

### If a student misses deadlines consistently

If a pattern of missing final deadlines emerges throughout the semester (across all subjects), the Year Level Leader will coordinate a **Learning Review** meeting with the student and their parents/caregivers to determine the best means of supporting the student's educational development.

### If a student misses a supervised assessment task (test)

If a student misses a supervised assessment task, it is their responsibility to contact the teacher to reschedule their assessment. If a student's absence extends beyond a week from the originally designated assessment date, they will undertake an adjusted task at a time convenient to the teaching and learning cycle, at the teacher's discretion and in consultation with the parent/caregiver as required.