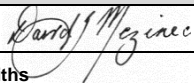

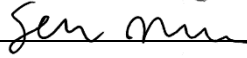
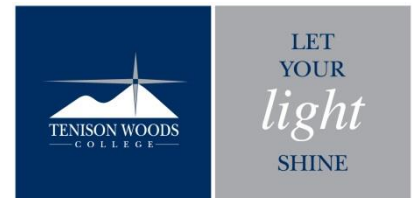


TENISON WOODS COLLEGE

SENIOR SCHOOL DEADLINE POLICY

SENIOR SCHOOL DEADLINE POLICY approved by:			
SIGNED (Principal or Delegate)	David Mezinac 	Date:	03.12.18
SIGNED (Board Chair)	Emma-Kate Griffiths 	Date:	25.01.19
SIGNED (Responsible Leadership Member)	Sean Quirke 	Date:	03.12.18
POLICY TO BE REVIEWED BY (person/role):	Senior School	Review Date:	2019

SENIOR SCHOOL DEADLINE POLICY



Rationale

This policy aims to help students to develop the necessary organisational skills, responsibility and discipline to be successful in future employment and other pursuits. Being able to meet deadlines enables students to learn how to be accountable.

Introduction

To ensure that the SACE assessment has integrity and is fair, valid and reliable, assessment tasks must have a deadline for completion. As such:

- Teachers are required to negotiate an appropriate due date with students and inform them of this with at least one week's notice.
- Students are required to complete and submit all assessment tasks **on or before** the due date.
- Due dates for all written assessment tasks are **Monday, Wednesday or Friday mornings** only, as set by the subject teacher.
- Student's submission of assessment tasks through **Turn It In** may be requested by teachers for various subjects and/or assessment task, unless otherwise stipulated (students are to refer to the assessment task sheet).

Submission of Work

- Students can obtain blank cover sheets from the Common Room, the notice stand in the Pam Ronan Centre (PRC) reception area, or from their subject teacher.
- Written work **must** have a completed cover sheet attached and be submitted to:
 - The PRC Reception desk between 8:15am and 8:45am on or before the **deadline date** as set by the teacher; **or**
 - Directly to the subject teacher **before** the due date.
- Alternative submission arrangements may be negotiated between teachers and students when submitting a practical piece of work. In any case, a signed cover sheet must still be submitted on or prior to the due date.

When a Student is Absent

- If an absence is due to illness or other unforeseen circumstances and an assessment task **of any type** (i.e. a test, practical, oral, written task, exam) is due or scheduled for that day, students will need to:
 - Contact the absentee line on 8724 4659 as per the usual absentee procedure. As a courtesy, an email should also be sent to the subject teacher where possible to explain the absence; **and**
 - Contact the subject teacher at the beginning of the day they return to school to submit the work; **or**
 - Organise with the subject teacher a suitable time to complete any missed supervised task as soon as possible upon returning to school.
- If an absence is known beforehand (e.g. a school sporting trip, camp, excursion, family event, etc) and a summative task is due, then the student must submit the work directly to the subject teacher **before the absence** unless negotiated otherwise. In the case of a supervised task, **prior to the absence** the student must negotiate a new time to complete it.
- If a student is unable to submit work in person, it may be submitted via email to the subject teacher as proof of completion prior to the due date. In this case, it must be followed up with a hard copy as soon as possible. It must not be assumed that the work has been received unless an acknowledgement is received from the subject teacher.

Extensions to Due Dates

- If it becomes apparent that the deadline will not be met for **legitimate** reasons, then the student may **request an extension**. Requests must be made using the **Request for Extension** form available from the same locations as the assessment cover sheets.
- Parents / caregivers must also sign this form. This does not automatically guarantee that the request will be granted. When submitting the request form to the subject teacher, the student must also **present the work completed so far**.
- Each request will be treated on its **individual** merits.
- **Normally any extension must be negotiated at least two school days prior to the assigned deadline.**

Failure to Meet Deadline

- Failure to meet any one of these conditions **will result** in a **zero grade** being allocated to the assessment task. Parents will be advised by the subject teacher through the use of the Student Progress Concern form.
- **Printer/computer** malfunction is not an acceptable excuse for not submitting work on time. Students who genuinely have problems printing their work should submit the task via email or on USB or CD by the deadline. Failure to have kept a back-up copy of the work is not considered a reasonable excuse.
- Work that has been previously submitted for summative assessment cannot be re-used in the same or another subject.
- Teachers will adhere to these conditions at all times unless there are extenuating circumstances.