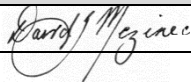



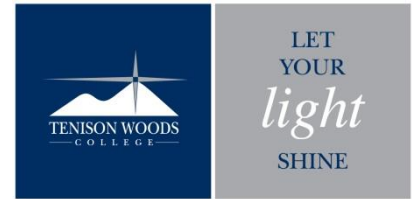


# TENISON WOODS COLLEGE

## SENIOR SCHOOL DEADLINE POLICY

SENIOR SCHOOL DEADLINE POLICY approved by:			
SIGNED (Principal or Delegate)	David Mezinac 	Date:	04.09.19
SIGNED (Board Chair)	Kevin Johnson 	Date:	25.09.19
SIGNED (Responsible Leadership Member)	Ciaran Buckley 	Date:	04.09.19
POLICY TO BE REVIEWED BY (person/role):	Senior School 	Review Date:	2021

# 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 will set an appropriate due date and inform students 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 assessment tasks will be uploaded to SIMON.
- All non-supervised student's submission of assessment tasks must be submitted through **Turnitin** (students are to refer to the assessment task sheet).

## Submission of Work

- All student completed work must be submitted as specified by the teacher on or before the deadline date. Students are referred to SIMON for task and submission details.
- Alternative submission arrangements may be negotiated between teachers and students when submitting a practical piece of work. In such a 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**
  - Obtain appropriate medical documentation or written note from parent explaining absence.
  - If able, students should email the partially completed work to their teacher in the first instance, and follow up with the completed work on return to school; **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 on SIMON **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.
- Students who are absent for an exam/test/supervised written task, at the discretion of the teacher/Learning Area Managers and Head of School, may sit the same or similar test at a later date if the validity and the reliability of the assessment is not compromised.

## 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 directly to the subject teacher.
- This does not automatically guarantee that the request will be granted. When submitting the request 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 Learning Management System.
- A second failure to submit will result in a meeting with the student, parents/carers and the Well-being Coordinator/Head of Senior School.
- Computer malfunction - students have a subscription to OneDrive through Office365. All student work is to be saved on the school OneDrive so all work is backed up and accessible to students. Students who genuinely have computer problems should submit the task via email or on USB 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.

### **Special Provisions**

- Any special provisions detailed in students' individual IEPs will be considered in upholding this policy.