

SENIOR SCHOOL WORK COMPLETION POLICY

Purpose

The purpose of this policy is to clearly state the expectations for the submission requirements for assessment tasks.

The completion and submission of tasks by students for assessment and the grading and feedback provided by teachers is a fundamental aspect of the teaching and learning process at Tenison Woods College. Through this process, the students are supported to develop time management and organisational skills in order to complete their work by a due date. The ability to meet deadlines enables students to learn how to be accountable, become workplace ready and prepared for requirements of further education.

Procedures for Assessment

- Students are expected to complete all assessment tasks by the due date.
- Students will be set a clear due date for the completion of all assessment tasks. These deadlines will be realistic, negotiated with students through the learning and assessment plan, and reflect the time teachers anticipate their students will need to complete the work.
- Students may apply for an extension, but they must follow the 'Request for Extension' process.

Work Completion Process

Step	Action	Teachers will:	Students will:
1.	Assessment Task Distributed	<ul style="list-style-type: none"> • Negotiate with class, set clear dates and times for the progress checks, draft and final submission. • Upload assessment task, dates and times on SEQTA. 	<ul style="list-style-type: none"> • Record all dates and times. • Begin assessment task.
2.	Progress Check	<ul style="list-style-type: none"> • Work with each student to offer assistance and check progress with verbal discussion and feedback to occur. • Record as an S/N on SEQTA formative task. 	<ul style="list-style-type: none"> • Meet the progress checks and have work completed as set by teacher.
3.	Draft Submission (Compulsory Stage 1 & 2) (Teacher discretion Year 10)	<ul style="list-style-type: none"> • Provide clear direction around submission of draft (e.g. SEQTA and/or Turn It In). • Indicate an estimated time that feedback will be provided. 	<ul style="list-style-type: none"> • Submit a COMPLETED draft by the due date and time.
4.	Draft Submission Feedback (Compulsory Stage 1 & 2) (Teacher discretion Year 10)	<ul style="list-style-type: none"> • Provide feedback on the assessment criteria to the student. • May follow up with verbal feedback if required. • Record any non-submissions and/or failure to submit a complete* draft. • Record as an S/N on SEQTA formative task. 	<ul style="list-style-type: none"> • Consider the feedback that the teacher has provided, seek clarification if required and apply all feedback.
5.	Final Submission	<ul style="list-style-type: none"> • Provide clear direction around submission of final (e.g. SEQTA and/or Turn It In). • Indicate an estimated time that feedback will be provided. 	<ul style="list-style-type: none"> • Submit a COMPLETED final submission by the due date and time.
6.	Final Submission Resulted	<ul style="list-style-type: none"> • Enter results and a comment on SEQTA and release to students/ caregiver within 2 weeks 	<ul style="list-style-type: none"> • Check results, consider feedback and seek clarification if required

*A complete draft is considered a submission that would be at a minimum passing standard.

Non-Submission of Work

Step 1: Progress Checks

- Progress Checks are in-class progress checks which are conducted by teachers to provide checkpoints to monitor student understanding and progress through the task, to authenticate work, to assist with time management and organisation, and to identify extra support that may be required.
- The teacher will update the outcome of the Progress Check in SEQTA (Satisfactory/Non-Satisfactory).
- The teacher will follow up with the student if a Progress Check is not met and impose classroom-based consequences at their discretion.

Senior School Work Completion Policy	Version 1.0 February 2025
Next Review	2026
Tenison Woods College	Page 1 of 3

Step 2: Draft Submission

- A draft submission is compulsory in Stage 1 and 2 subjects. It provides the student with the opportunity to seek teacher feedback before final submission.
- If a student does not meet the draft submission date/time, this will be noted in SEQTA to inform the student and caregiver.
- The student then has a 72-hour window to submit the task, or they will forgo the opportunity for drafting feedback.
- As a consequence of not submitting a completed Draft Submission, the student will be expected to attend the Lunch Time Study Centre during the 72-hour window or until the work is completed within this time. During this time, Year 12 students will have their study lessons scheduled in a supervised classroom.
- Non-attendance at the Lunch Time Study Centre and/or supervised Year 12 lessons will be followed up by the subject teacher on the first occasion, the Wellbeing Coordinator on the second occasion and Head of School thereafter, with relevant work related and communal consequences put in place.

Step 3: Final Submission

- If a student does not meet the final submission date/time, this will be noted in SEQTA to inform the student and caregiver.
- The student then enters the **RED 72-hour window**.
- As a consequence of not submitting a completed Final Submission, the student will be expected to attend the Lunchtime Study Centre during the 72-hour window or until the work is completed. During this time, Year 12 students will have their study lessons scheduled in a supervised classroom until the student is up to date with all assessment requirements. The students must submit the work within this RED WINDOW.
- Non-attendance at the Lunch Time Study Centre and/or supervised Year 12 lessons will be followed up by the subject teacher on the first occasion, the Wellbeing Coordinator on the second occasion and Head of School thereafter, with relevant consequences put in place.
- After the RED WINDOW has expired, and there has been no submission, the teacher can use the Draft Submission as evidence of work and grade this piece. If no draft was submitted, and hence there is no submission made, the student will be required to attend a supervised after school hours session to complete the assessment. This will be communicated with student and parent.
- Where a student submits their work after the final submission due date, their grade will be penalised. This penalty is 5% per calendar day, and this is calculated from the final due date.
- SEQTA will be updated to reflect the grading decision.
- As a consequence of not submitting a Final Submission, the student will be required to meet with the year level Wellbeing Coordinator to discuss organisation, time management strategies, student progress, attendance, wellbeing and any other areas of concern to assist the student.

Non-attendance on the scheduled day of an 'In Class Summative Assessment'

- An 'In Class School Summative Assessment' can include a test, practical, oral presentation, performance or examination.
- In-class assessments, such as tests, do not need an extension request, so long as parental/caregiver contact has been made with the school to inform them of the reason for the student absence on that day. Communication must be made direct to the subject teacher, and not just the student absentee line. The student would then be expected to undertake the assessment on the next school day, or your next lesson, as determined by the teacher.
- If a student is absent on the day of an 'In Class School Summative Assessment' without a medical certificate, communication from a parent/caregiver or significant personal circumstance/misadventure, a zero grade will be recorded.
- As a consequence of not following the process of communication, the student will be required to meet with the year level Wellbeing Coordinator to discuss organisation, time management strategies, student progress, attendance, wellbeing and any other areas of concern to assist the student.

Extension

Eligibility	Ineligibility
<ul style="list-style-type: none">• Illness or injury supported by medical certificate or other relevant documentation.• Compassionate grounds which may include personal or family crisis.• Misadventure (unforeseen, unavoidable event beyond the student's control) which prevents work being completed by the deadline.• Technological breakdown, providing the student can provide sufficient evidence from work folders of progress/close to completion e.g. progress checks, drafts and/or back-ups from earlier versions.• Holidays (as determined by the Head of School).	<ul style="list-style-type: none">• Unexplained absences.• Unapproved non-school related activities.• Poor time management.• Not having a task sheet. <p><i>An absence during the period allowed for an assessment does not automatically entitle a student to an extension and an extension is always negotiated with the respective teacher.</i></p>

Procedures for Extension

- Students will be required to complete a 'Request for Extension' form 48 hours prior to the Final Submission due date. Forms are available at the PRC desk.
- Students will be expected to submit a copy of the work at that point in time when submitting the 'Request for Extension' form (this work may not be completed but will provide evidence of progress for the teacher).
- The teacher will make a decision about whether or not to approve the extension request. The teacher will communicate the decision to the student and parent/caregiver.
- The maximum period for an extension is one week from the original due date (as this may impact on the feedback and return process for teachers and other students). If a longer time period is required, this will lead to special provisions in consultation with the Head of School who will be able to grant a further extension which will not exceed one month. If an extension beyond one month is required, this will be decided in consultation with the Principal or the Principal's Delegate.

Approved Attendance Exemption

- All student attendance exemptions are approved by the Principal. Once exemptions have been granted, the student's teachers are informed, and it is the teacher's responsibility to meet with the student and negotiate a reasonable plan for them to meet assessment expectations.
- Teachers will consider how the student will be assessed in the semester's reporting cycle if making changes to assessment expectations. Teachers will liaise with the Director of Learning for advice and/or clarification.

Senior School Work Completion Policy	Version 1.0 February 2025
Next Review	2026
Tenison Woods College	Page 3 of 3