SACE Stage 1 and 2 Deadline Policy

The St Martins’ Deadline Policy is derived from the SACE Board’s policy and procedures on assessment deadlines and submission dates. In part, the SACE Board policy reads:

“The school sets and applies assessment deadlines for school based assessments. Schools should not accept work that is not presented according to school set deadlines and where there is not a valid reason. Extensions to school set deadlines are possible where special provisions have been granted, or where the student has negotiated an extension before the assessment deadlines.”

As a school we aim to provide a fair and supportive system that assists students to develop good work practices. The St Martins' Deadline Policy is applied in the following way:

1. Subject teachers set a deadline for a summative task.
2. Work must be submitted by 4pm on the due date, with a hard copy passed in to the Ark office.
3. A student may seek an extension to a due date by using the Request for an Extension form BEFORE the due date. This form must be signed by the student and parent before presenting it to the subject teacher, together with a copy of the work in progress. If the extension is granted, a new deadline applies. Please note that an extension is not automatically granted.
4. Extensions WILL NOT be granted on the day work is due unless there was a misadventure the night before eg a power cut. In this case communication from parents should be provided.
5. Work which is not submitted by a due date will receive an ‘Insufficient Evidence’ grade. Contact will be made with parents to discuss this.
6. In Stage 1 Literacy and Numeracy subjects (English, Maths), students may possibly negotiate a new task with their teacher which will allow them to show achievement against the Performance Standards. If a student fails to submit the second task the ‘Insufficient Evidence’ grade stands and the teacher will again contact parents.
7. Deadlines still stand when a student is absent from school. The student may submit work before their absence, negotiate an extension if it is a planned absence, or email it to the school.
8. Where a student is ill on the due date and unable to submit their task due to that illness, it is expected that parents will contact the subject teacher that day by phone, email or in person, so that an extension may be negotiated. Where possible, supply a Medical Certificate to support absence on a due date, or as evidence of need for an extension before the due date.

To help students submit work on time, students will submit all summative tasks through the Ark Office, even when emailing a copy to the teacher. They will be date-stamped by Mrs Cailler and put in a drop-box for teachers to collect.

If students have arranged to submit work to teachers electronically, a copy should also be emailed to the Ark Office using the address ccailler@stmartins.sa.edu.au.

Please make sure you are familiar with this set of procedures, and do ask your teachers if there is anything you do not understand or feel uncertain of. The Request for an Extension forms are currently available in the Ark Office, on the pinboard between Yr 7 classrooms and in your class’ grey tray.