Policy Statement

SACE STAGE 1 AND 2 SUBMISSION OF WORK AND DEADLINES

DATE: February 2017

Rationale

Deadlines are about fairness. This policy focuses on the process of fairly setting a deadline and how this can be varied to take into account factors that are beyond a student's control. These factors may reduce the opportunity a student has to complete and submit an assessment before a deadline, and consequences if deadlines are not met. The St Martins’ Policy is derived from the SACE Board’s Assessment Deadlines Policy.

Implementation

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| 1. Deadlines are set by the teacher | • The teacher is responsible for the students’ assessment therefore the teacher is responsible for setting appropriate Deadlines.  
• Deadlines should be established when the assessment task is first being set and be documented rather than just a verbal agreement.  
• Deadlines should be set far enough ahead to fairly allow students time to complete and submit the assessment task and to allow teachers to mark the assessment. |
| 2. Deadlines must be fair and reasonable | • Students should have input into setting the Deadlines where appropriate.  
• Deadlines could range from non-negotiable (e.g. when an exam is being held) to a completely negotiable timeline. The degree of negotiation depends on the course and the assessment task in context.  
• Depending on the assessment task, the exact Deadline may be set as a lesson, a time or a date.  
• Teachers ensure that the personal needs and skill levels of students are taken into account when Deadlines are set, and teach the necessary organisational and research skills so that students are able to successfully meet the Deadlines.  
• Teachers ensure that extended assessment tasks have a process and timeline that scaffolds students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, during the duration of the task. |
| 3. Deadlines must be adhered to by both students and teachers | • Deadlines are consistently applied so that no student is unfairly advantaged or disadvantaged by a variation to the Deadline.  
• Agreed Deadlines can only be varied, either for the class or for individuals, using an agreed process and for legitimate reasons (see extensions and special provisions). |
| 4. Assessment tasks must be submitted by the Deadline | • Students submit a copy of assignment work in the agreed format to the Ark Office no later than 4pm on the day of the Deadline.  
• Students may submit work before the Deadline.  
• Students without an approved extension must submit any work they have completed by the Deadline e.g. a draft may be submitted to replace the final product for SACE assessment purposes.  
• For extended assessment tasks where the student cannot submit it directly (e.g due to absence), peers or family members may submit the assessment to the Ark Office, or it may be submitted electronically to the Ark Office and copied to the subject teacher.  
• Teachers collect the completed assessment in the previously agreed format e.g hardcopy, electronic, performance or oral. |
### 5. If a Deadline is not met then the work is not accepted for summative assessment purposes

- In those instances when the assessment has not been presented by the Deadline the work cannot contribute to the grade for the assessment type, the school-based assessment component, or the external assessment component unless an extension has been granted.
- Students are responsible for completing the assessment at a later date.
- Work handed in after the Deadline will be marked for feedback purposes only, to form part of the student’s formative assessment.

### 6. Extensions may be requested ahead of the Deadline

- Students are responsible for requesting an extension.
- Requests for extension must be made PRIOR to the Deadline; requests for an extension made on the day of the Deadline will not be granted.
- Extensions are not granted automatically. They are negotiated with the teacher and are based on legitimate reasons including SACE Special Provisions such as:
  - Illness or injury that would prevent submission of the task by the Deadline. Requests based on illness and injury needs to be supported by a note from parents or a doctor’s certificate or both in some situations (SACE Special Provision).
  - Emotional impairment or family crisis supported by a note from staff or parents (SACE Special Provision).
  - Schoolwork clashes e.g. a performance, excursion and test at the same time. In these situations it is the responsibility of the student to notify the relevant teachers.
  - Misadventure (an unforeseen, unavoidable disaster beyond the student’s control) prevents work from being completed/ submitted by the Deadline. eg a blackout
- Approved extensions to a Deadline become the final Deadline.
- Refer to Special Provisions guidelines on alternative assessment arrangements that may be more appropriate for students.

### 7. A follow-up process including parent notification must be applied where work was not submitted by the deadline

- Failure to complete a compulsory task will lead to higher levels of intervention.
- Teachers notify parents.
- Teachers document the parent notification in the student’s record

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### SACE Board Deadlines

The guidelines above are consistent with the SACE Redrafting, Reuse of Assessed Work, and Assessment Deadlines and Submission Dates policy. The SACE Board’s policy also provides information on the Deadlines for externally assessed work, called Submission Dates.

Please note:

- Submission Dates are set by the SACE Board (Investigations, Examinations, Moderation etc)
- Schools set Deadlines prior to the Submission date to support students to manage their workload and ensure the teacher has sufficient time to mark and check the students’ work
- Students who do not submit work by the approved Submission Date will receive an “N” for that task (N = no evidence = zero marks) and the total grade for the course will be reduced
- Extensions to the Submission Dates can only be granted by the SACE Board through a Special Provisions Application process that involves presenting evidence from medical/health practitioners and the school to substantiate the need for an extension.

### Definitions

A Deadline is:

- the time when a supervised assessment task is to be completed, at a particular time / in a particular lesson (e.g. a test) or
- the time / day when an extended assessment task has to be submitted (e.g. an assignment)

### Review Date

February 2019