



Policy Statement

Senior School Due Dates

DATE REVIEWED: February 2021

Aims: To have a consistent set of protocols to manage Due Dates; and to be consistent with the SACE Assessment Deadline Policy.

Background: Due Dates are about fairness. Submission protocols are agreed upon to achieve clarity and clear expectations among students, staff and parents of the school community. Agreed submission dates are a means of balancing the assessment workload over the year and facilitate timely feedback to students. Consistent practices promote fairness and help prepare students for post-school life.

Responsibility: Senior School Teaching staff are responsible for ensuring that students adhere to the policy.

The Head of Teaching and Learning is responsible for reviewing this policy.

Scope: This policy applies to all Senior School Teaching staff and students.

Student Summary: **Due Dates**
If no work is submitted on the Due Date, you will be given a zero. You should submit work on the Due Date, regardless of whether it is finished so that you can be awarded marks based on what you have completed.

Where no time on a due date is specified by the teacher, the time shall be 4:00 pm.

Extensions
Must be requested by printing the form in SEQTA Learn (under 'Resources'), getting it signed, and then discussing it **in person** with your teacher, **at least one day prior to the Due Date**.

Unexpected Absence
Extensions are not normally given if you are away on the Due Date. If this occurs, you should submit work (or evidence that you have completed the work) electronically.

Test and other in-class assessments do not need an extension request, so long as your parent has contacted the school to inform them of your absence. You would then complete the assessment upon your return to school.

Drafts
Are encouraged so that you can gain feedback before the Due Date. Teachers may insist on seeing a draft and ask you to go to the IT Suite at lunch time to complete work if insufficient work has been completed.

Extension Process: Students should request extensions by printing the form on Seqta Learn (under 'Resources'). It must be signed by the student and a parent (a parent message to the teacher is also acceptable). The student must then discuss the extension **in person** with their teacher **at least one day prior to the Due Date**. Extensions may be requested for:

- Student illness or injury which has negatively impacted a student's ability to complete the set task.
- Physical impairment, where the student is unable to complete work at the same pace as other students.

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- Emotional impairment, where knowledge of the personal social environment indicates they would be disadvantaged.
- Misadventure where an unforeseen event beyond the student's control has impacted on the completion of a task.

Teachers will balance compassion for the student and fairness to the class.

It is expected that a teacher will see evidence of work in progress before granting an extension. If a student has not managed their time well up until the point of the Due Date and this has been a contributing factor (ie the task has not been commenced previously), then the teacher is not obligated to offer an extension. It is expected that students will negotiate an extension at least the day prior to the Due Date. A parental signature is required for extensions and staff may also request a medical certificate.

Unforeseen Absence on Due Date:

Unexpected absence on a Due Date does not normally warrant an extension. In most cases, students can submit work to a teacher electronically. Where a physical copy is required, students should submit evidence that work has been completed electronically, before submitting the physical copy upon their return to school. Where extenuating circumstances exist, a student may seek a compassionate extension on the Due Date, or as soon as practicable upon their return to school. In these situations, the extension request must be approved by the Head of School instead of the subject teacher.

In-class assessments, such as tests, do not need an extension request, so long as parental contact has been made with the school to inform them of the reason for the student absence on that day. The student would then be expected to undertake the assessment on the next school day, or your next lesson, as determined by the teacher.

Absence for Approved Exemption:

In general, if students have commenced work before the exemption period, they would be expected to complete that assessment piece. Work commenced during the exemption period should be negotiated with the teacher. Students completing SACE subjects are not exempt from completing work. If students and parents believe special provisions may apply, they should contact the SACE Coordinator.

Remedial Action:

Occurs prior to the Due Date and may involve contacting parents to inform them of their child's progress. Drafts are encouraged to ensure students gain appropriate feedback before the Due Date. Teachers may insist on seeing drafts and may send students to the IT Suite at lunchtime if they feel insufficient work has been completed for the student to be successful in the assessment.

Definitions:

Due Date - A final submission date for summative work, where if the work is not submitted in the given timeframe then no marks will be awarded for that assessment piece.

Extension - A variation to a Due Date which applies to one or more students.

Appeal Process:

Should a student/parent have an issue with how a submission has been treated with regards to Due Dates, then they should first discuss this with the relevant teacher in consultation with this policy. If this fails to resolve the issue, then the student/parent can take up the matter with the Head of Senior School.

At all stages of the process a balance will be struck between fairness for all the students undertaking the task and the student with a grievance.

Related Documents:

- [SACE Assessment Deadline Policy](#)
- [SACE Special Provisions in Curriculum and Assessment](#)
- [St Martins Lutheran College Complaints Handling Policy](#)

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