



Assessment Deadlines Policy

The term 'assessment deadlines' refers to dates and times set by teachers and schools for the submission, by students, of school and certain external assessments to their teachers/schools.

The key principles when applying assessment deadlines for summative assessment tasks is to ensure fairness to all students, to support students achieve habits of excellence and develop effective self-management tools for both their senior schooling and further education.

The following policies apply to the submission of summative assessment tasks which may be required in part or full, depending on the nature of the subject tasks. Non completion or submission of any formative work, homework or assessment drafts will be managed by the subject teacher and any consequences deemed necessary will be implemented; this may include lunchtime catch-up, after school academic detention and contact to the parent/caregiver.

When setting due dates all teachers will consider:

- the management of workloads for students
- maximise time for students to provide evidence of their learning
- provide sufficient advanced notice to students of submission dates
- consider exceptional circumstances and/or special provisions in regards to extensions

Foundation through to Stage 1 (including Research Project) – 2 strike policy

- Strike applied for non-submission of summative assessment tasks on the due date or non-attendance (unexplained or without valid reason) for practicals, performances or tests.
- Strikes accumulate across the length of the subject
- Maximum of one strike per assessment task before zero grades are resulted
- First assessment strike is applied as a warning and the second assessment strike results in an automatic zero result

Assignments

- If due date is not met a 'strike' is applied and a new due date is negotiated with the teacher (within one week of original due date)
- Email sent to parent/caregiver informing them that the work has not been submitted and a strike is applied. This will include details of the new due date and how many strikes the student has accumulated in that subject
- If the task is not submitted on the new revised due date a zero grade will be resulted
- Extensions can be granted before the original due date as long as they are negotiated within a reasonable time frame before the due date (e.g. 2-3 days). The evidence of work completed until that point will be taken into consideration, for example if the student has submitted a draft at a reasonable standard then it will be looked upon more favourably than a student who has not begun working on the assignment
- If an extension is requested and granted, no strike will be applied however the revised due date is the final due date and non-submission would result in a zero grade
- Being absent (unexplained without reason) is not an adequate reason for non-submission

Test/Practicals/Performances

- If a student is absent (unexplained or without valid reason) a strike will be applied
- A new date for the task to be completed on will need to be negotiated within reason with the subject teacher and should be as close to the original task date as possible
- If the student doesn't attend for the second time, a zero result will be applied
- Students need to make prior contact with the subject teacher if they are aware they will be absent on the day of assessment

Note: Any time a zero result is applied for either type of assessment, the parent/caregiver will be notified by email.

Example for **Foundation through to Stage 1** (including Research Project) of when the **2 strike policy** may be applied

Assessment	Student Submission	Strike / Zero Result Applied
1	Assignment – Not submitted on due date (strike applied) Task not submitted on new due date	1 (total strikes = 1) Zero result applied
2	Test – Attended and completed	
3	Assignment – Submitted on due date	
4	Assignment – Not submitted on due date	Zero result applied

Stage 2 Subjects (excluding Research Project) – 3 strike policy

The process and policies are the same as above, however two strikes will applied as a warning and then zero results will applied thereafter if necessary. This is due to these being yearlong subjects in length and also requiring about eight assessment tasks on average.

Example for **Stage 2 subjects** (excluding Research Project) of when the **3 strike policy** may be applied

Assessment	Student Submission	Strike / Zero Result Applied
1	Assignment – Submitted on due date	-
2	Assignment – Not submitted on due date (strike applied) - Task submitted on new due date	1 (total strikes = 1)
3	Test – Attended and completed	-
4	Assignment – Extension requested and granted - Task submitted on new due date	-
5	Test – Unexplained absence (strike applied) - Test completed on new due date	1 (total strikes = 2)
6	Assignment – Submitted on due date	
7	Test – Attended and completed	
8	Assignment – Not submitted on due date	Zero result applied