

Deadline Policy – Years 10 -12

Rationale:

Work deadlines on the submission of Draft and Final Copies of assessment tasks ensure that all students are treated consistently and that equal time is given to all students to complete tasks. Palmerston Senior College believes that the submission of the assessment task in Draft format (where appropriate) is crucial in that it allows for feedback to be provided and student's best work to be submitted as the final copy.

Aims:

- To encourage student participation in the teaching and learning process.
- To assist students in developing time management skills.
- To allow students to submit draft assessment and receive appropriate feedback from teachers in a timely manner to influence the final assessment.
- To ensure that Palmerston Senior College complies with relevant SACE Board guidelines.

Teacher Responsibilities:

- Provide students with a clear plan of how they will be assessed (dates, nature of task, assessment criteria).
- Make deadlines clear to students (day, date, time).
- Provide timely feedback to students on draft work submitted.
- Monitor progress of extended tasks. This has the added benefit of helping check the authenticity of student work.
- Contact home when deadlines for draft work are not met and arrange a *Principal's Detention* to complete work.

Student Responsibilities:

- Keep assessment plans for all subjects they are enrolled in.
- Manage their work load to ensure they submit work on time.
- Arrange to get work submitted when they are unable to attend school on the date work is due (email to teacher, send in with parent / guardian).
- Contact teacher to make alternative arrangements.
- Discuss the need for an extension **prior** to the due date of the task.

Procedures for Non-submission of Work:

1. Draft

The non-submission of a draft piece of work will result in students being required to complete the work in a *Principal's Detention* run on Tuesday and Thursday afternoon (3 – 4:30 pm) in the College Library. These will be supervised by the principal and assistant principals.

Teachers will need to:

- Contact the parent / guardian and inform them of the need for and time of the detention.
- Complete the *Detention Attendance Slip* (attachment A) and give to the student.
- Record students name on the *Attendance Register* (attachment B) in the front office.
- Supply supervisor with sufficient detail on the task so that students can ensure completion (task sheet, information on Student Public etc...).

Students will need to:

- Ensure they come to detention with required materials to complete the task.
- If task is completed prior to detention date they need to hand the task to their class teacher and have the Detention Attendance Slip signed by the teacher to indicate completion.
- Show evidence of completion of task to detention supervisor prior to the detention starting.

Principal / Assistant Principal will:

- Supervise students completing work in the College Library.
- Give completed drafts to the class teacher.
- Follow up where students don't attend detention.

2. Final Due Date

In line with SACE Board policies, no marks will be awarded for work submitted after the final assessment deadline unless an extension was negotiated with the class teacher **prior** to this date. Teachers will grade students based on the draft work submitted earlier. Parents will be advised of this through the *Breach of Work Deadline* letters.

Attachment A – Detention Attendance Slip

Principal’s Detention – Non-submission of Draft Assessment

_____ is required to attend a Principal’s Detention to complete the Draft of the following assessment task:

Task	Class Teacher	Date Due

Detention Date: Tuesday _____ or Thursday _____

Parents / Guardians contacted:

Date: _____

Contact method:

Phone / email / written note

Signed : _____ (class teacher)

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The Draft work from _____ has been submitted since the initial detention was arranged.

Signed : _____ (class teacher)

Attachment B – Attendance Register

Principal’s Detention – Attendance Register

Date	Student Name	Subject / Teacher	Task to be Completed	Detention / Draft Task Completed