DEADLINE POLICY

Underlying Principles

♦ Supporting students to achieve the Key Competency, Planning & Organising
♦ All students have equal time in which to complete an assessment task, however recognition of special needs should be considered
♦ Teachers are able to manage their work

Teacher’s Responsibilities

♦ Teacher to verify that assignments have been completed by due date
♦ Long term assessment tasks (research assignments, journals etc) will require evidence of work in progress
♦ Teachers to have a clear process for setting due dates, which includes making explicit to student the assessment criteria and due date
♦ Extension to due dates may be negotiated under some circumstances
  * e.g. illness
  * compassionate grounds
  * family related absences
  * SAPSASA, USE & SASSSA
  * acknowledgment of special needs (NESB, Aboriginality, NCP, STAR)

Student Responsibilities

♦ Ensure assignments are in by due date or extensions have been negotiated at least 24 hours beforehand
♦ Long term assessment tasks (research assignments journals etc.) will require evidence of work in progress
♦ Students to have completed assignments recorded

Parent Responsibilities

♦ Verify extenuating circumstances in relation to negotiating an extension.

Consequences for not meeting deadlines

♦ A ‘non completion of work’ form will be posted to the parents.
♦ 20% of achieved mark per day penalty
♦ a floor of 50% or D grading will be in place for 5 days beyond the initial due date, after which 0% will be recorded.
♦ students who repeatedly miss deadlines will be counselled.