

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
 - * family related absences
 - * compassionate grounds
 - * 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.