

# RENMARK HIGH SCHOOL

## Assessment Deadlines Policy

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### RATIONALE

Teachers have a responsibility to effectively teach in their subject and to facilitate and optimise the learning of the students in their care. Students have a responsibility to ensure that their own learning and that of others proceeds in a positive and effective manner. Students also have a responsibility to complete assignments within a reasonable time frame as negotiated by the teacher and the class.

When teachers, in negotiation with their classes, specify fair and reasonable deadlines for handing in work, and then continue to facilitate learning, the responsibility for completing assessment tasks and handing them up by the deadline clearly rests with the individual student.

### PURPOSE

- 1\* To ensure students take responsibility for completing work, to the best of their ability, within the negotiated deadlines.
- 2\* To encourage students to take responsibility for facilitating their learning.
- 3\* To allow for the effective continuation of the student's learning.
- 4\* To ensure all students are treated consistently and fairly.

### EXTENSIONS

- 5\* Requests for an extension must occur before the due date of the assessment task (except in extenuating circumstances – such as an accident on the way to school or family bereavement) The student is to collect a form from the Student Service Office or the school's website and submit it to the teacher.
- 6\* Extensions will only be granted on genuine grounds such as sickness, accidents, family bereavement.
- 7\* To receive an extension for an assessment piece in a SACE subject on the grounds of illness, students must supply a Medical Certificate along with the extension form.
- 8\* The extension form must be attached to the final submitted task.

### NON-SUBMISSION OF ASSESSMENT

#### Middle School - Years 8-10

- 9\* Students must submit any partial completion of the assessment by the deadline. This will be marked to the subject's achievement standard/s to generate a grade.
- 10\* Failure to submit the assessment by the negotiated deadline will result in the student receiving a grade that represents the current achievement standard/s they have met through partial completion of the assessment and/or through teacher observation of work completed in class based around the topic.
- 11\* If there is no evidence of the student reaching the achievement standard/s, the teacher will assign a zero (0) grade.

#### Senior School - Years 11-12

- 12\* Students must submit any partial completion of the assessment by the deadline. This will be marked to the subject's performance criteria to generate a grade.
- 13\* If there is no evidence of the student reaching the performance criteria, the teacher will assign a zero (0) grade.
- 14\* Supervised assessment tasks (such as tests and practicals) are included in this policy. If an absence is known prior, an extension form must be used. In the case of an absence on the day contact is to be made to the school and upon return to school a student must present a Medical Certificate. The assessment task will then be completed at the soonest available time as negotiated with the teacher (this may include a study period).

### RESPONSIBILITIES

#### STUDENTS WILL:

- 15\* Ensure adherence to all time lines for assignments. This includes submitting work on a due date where the student may not be at school on the day. Submission can be made via Daymap, email or Student Services Office.
- 16\* Negotiate extensions prior to the due date for an assessment.

#### SUBJECT TEACHERS WILL:

- 17\* Negotiate with students to decide upon fair and reasonable deadlines for assessment tasks, which will indicate the due date and time.

- 18\* Year 12 teachers will record due dates on the assessment due date board in the Senior School study space.
- 19\* Upload on Daymap all summative assessment tasks including due dates.
- 20\* Contact parents to inform them of instances where students have not submitted work.
- 21\* Enter information regarding failure to submit work and subsequent parent contact on Daymap.

To be ratified by Governing Council