



<b>Issue Date</b>	<b>14<sup>th</sup> February, 2012</b>
<b>Review Date</b>	<b>November 2012</b>
<b>Policy Title</b>	<b>Assessment Deadlines</b>
<b>Version No:</b>	<b>To be approved by Governing Council at 21 March, 2012 meeting</b>

### 1. Policy Statement:

This policy focuses on the process of fairly setting a completion/submission time and how this can be varied to take into account factors that are beyond a student's control that unfairly work against that student's completion/submission of tasks.

### 2. Purpose

Deadlines are about equity. Setting deadlines is about getting work in so that no student gains an unfair advantage by having more time to complete the task over other students.

### 3. Responsibilities

Teachers will:

- set deadlines within the constraints of the teaching program
- establish deadlines and document the deadlines
- determine a deadline that is far enough ahead to fairly allow students time to complete and submit the task and to allow teachers the time to complete the marking needed for assessment
- consider a range of deadlines from non-negotiable (eg. when an exam is being held) to a completely negotiable timeline. The degree of negotiation depends on the course and the task in context
- ensure that the personal needs and skill levels of students are taken into account when deadlines are set and will teach the necessary organisational and research skills, so that students are able to successfully meet deadlines.
- have a process and timeline that scaffolds students to complete the task in stages including reminder, indicators of progress and opportunities for interim feedback where appropriate
- make sure that deadlines are consistently applied across the school so that no student is unfairly advantaged or disadvantaged by a variation to the deadline.
- understand that agreed deadlines can only be varied either for the class or individuals, using an agreed process and for legitimate reasons
- collect work in the appropriate/agreed format (hard copy/electronic/performance etc.)
- in the case of secondary students, notify the parents/caregivers if students do not meet the timeline or deadline and determine a time at school when the student is provided with the opportunity to complete the task after school, or at another negotiated time.

Students will:

- request an extension which should be made the previous day at least. A request made at the deadline may not be granted.
- negotiate with the teacher and provide legitimate reasons such as:
  - o illness or injury that would prevent completion/submission, supported by a note from parent or a doctor's certificate
  - o emotional impairment or family crisis supported by a note from staff or parents
  - o schoolwork overload supported by evidence from staff, parents or school counsellor
  - o schoolwork clashes (eg. performance/excursion fall at the same time.) The onus is on the student to notify the teacher
  - o misadventure (eg an unforeseen, unavoidable disaster beyond the student's control) prevents work from being completed/submitted by the deadline
- understand that any negotiated extension approval becomes the final deadline and there may not be a further extension
- know and understand if set work is not completed secondary students will be expected to complete the set work after school, under supervision
- complete all tasks on time. At a teacher's discretion, there may be a loss of marks or another task with a new deadline may be given for non compliance.

Parents of secondary students will:

- inform the school of any relevant problem their son/daughter is having
- inform the school if their child has a relevant illness/injury
- provide the school with the relevant doctor certificate if any relevant illness/injury etc.
- support the school's homework policy and where possible support the student at home to complete tasks
- understand that if tasks are not completed, the student is expected to stay after school and complete the set work under supervision

### 4. Documents referred to

- Redrafting, Reuse of Assessed Work and Assessment Deadlines and Submission Dates Policy Procedures
- Hamilton Secondary College Assessment Deadlines Policy