



CONTINUOUS ASSESSMENT & DEADLINE POLICY

Purpose

To recognise the role continuous assessment and deadlines play in ensuring Grant High School has dynamic learning opportunities for students. This policy acknowledges the critical component assessment has in the learning process and will provide a powerful diagnostic tool for both students and teachers. Supporting pivotal time management skills in order to make future-ready citizens, students and teachers need to be held accountable and responsible for their actions so Grant High School's learning can occur in a timely progression.

Throughout this policy, Junior School will be considered years 7, 8, 9 and 10 and Senior School years 11 and 12.

Responsibility of Students

Expectations

As a student, you are expected to:

- Ask questions regarding any uncertainty to seek clarification.
- Prepare for and revise in preparation to undertake examinations and tests.
- Attend examinations and tests.
- Read teacher feedback and apply it in the interests of improving your work.
- Check Daymap for due dates and utilise specified methods for handing in work in all subject areas.

Rights

As a student, you have the right to:

- Have your final deadline altered if a teacher fails to return a draft within the designated time frame. This is to allow you to finalize the task to the best of your abilities.
- Timely feedback and can hold teachers accountable to returning work. This can be done by requesting an update on the status of when your work will be returned or reminding your teacher of the policy's terms.
- Raise any concerns with your teacher meeting deadlines, if it is a common occurrence, with the subject coordinator.

GRANT HIGH SCHOOL

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Deadlines

The consequences for you, as a student, depends on the year level the class work is from but applies to both draft and final task deadlines. The following guidelines will be actioned as a result of your decision to not hand up work:

- As a student in a junior school, you will gain a grade for work that is completed on deadline in both drafting and final cases.
- As a student in senior school, if you fail to submit a draft task, your work will not be drafted which may limit your opportunities to improve. If you fail to submit a final task, you will be graded with a 0. If an extension has been arranged prior to the task deadline following the extension requesting guidelines, the same consequence will apply if you can not meet your extended deadline.
- Once a draft has been given back from a teacher, you will have 1 week to complete the final copy. This is flexible depending on the weighting of the work, volume of task and its complexity; therefore, it can be extended with teacher discretion.

Extensions

To arrange an extension, the protocol detailed below is to be applied if you are a student at Grant High School:

- For drafts, no extension can be arranged. This is an opportunity for you to improve your work rather than a right that you should gain. Teachers set aside time to provide feedback on your work in a timely manner, therefore, missing a draft deadline results in a self-inflicted consequence. Homework Club can be accessed for additional support.
- For finals, an extension is required to be organised 3 days prior to the deadline for known circumstances such as school sport and known absences. In emergencies or for unplanned absences, your parent/carer should notify the teacher through Daymap. If an extension is granted, it is not to exceed 5 school days from the original deadline unless teacher discretion is applied.

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Responsibility of Teachers

Expectations

As a teacher, you are expected to:

- Ensure all summative tasks are set and graded on Daymap.
- Set up and uphold deadlines This includes following through with student consequences for incomplete work.
- Provide clear work expectations to students and issue regular reminders of due dates. This can be done by having task sheets ready, examples available, class discussions, opportunities to draft and time to ask for help.
- Clearly communicate the deadline, including date and time and your specified method of submitting work.
- Provide drafting opportunities where students gain written comments and can partake in verbal conversations about their work. It is encouraged that students edit their own work prior to submitting.
- SACE classes: Communicate structure of assessment tasks such as weighting in overall grade, a discussion of rubric for assessment and task specification to describe what is expected of students for the task.

Rights

As a teacher, you have the right to:

- Expect students to work to the deadline set unless an extension has been granted.
- Have the authority to enforce the stated consequences if deadlines are not met.
- Apply teacher discretion in extending deadlines in extenuating circumstances.

Deadlines

Relating to deadlines, the following guidelines are to be put in place:

- Deadlines are to be published to Daymap. This is so parents and students can be accountable for working to deadlines.
- If a student fails to submit work or follow the deadline guidelines, you must contact the parent or caregiver of the student within 1-2 days of the deadline
- If deadlines for students to receive their returned work for drafts and finals fail to be met by teachers, a reason must be provided. Waiting for students to submit work is not a valid reason for not returning work on time as this should not be occurring.
- Return draft deadlines missed by teachers should see student deadlines altered to ensure this does not have a negative impact on student outcomes.

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When returning work, the below timeframes must be adhered to:

- You are required to return drafts 1 week from the deadline for submission. Feedback should be provided in this time frame.
- You are required to return the final grade for assessment within 2 weeks of the deadline for submission.

Extensions

For extensions, the following protocol applies:

- For drafts, no extension can be arranged. This is because drafts are a privilege for students to potentially produce a higher quality final copy.
- For finals, an extension is required to be organised 3 days prior to the deadline for known circumstances such as school sport and known absences. In emergencies or for unplanned absences, the parent should notify you through Daymap. If an extension is granted, it is not to exceed 5 school days from the original deadline unless teacher discretion is applied with valid reasoning.
- No extension should be granted without evidence of work completed. If no work can be shown or no valid reason for work not completed is provided, no extension should be granted.
- In extenuating circumstances, teacher discretion is to be used.
- If you are absent, a school wide disruption occurs or you fail to meet the draft return deadline, a whole class extension should be applied to reduce the impact on student work. An extension should never be extended on the deadline day.

Grades

As a teacher, regarding grading students' work you are expected to:

- Moderate grades for consistency, and update LAPs and assessment tasks regularly.
- Use marking rubric, corresponding subject criteria, Australian Curriculum Achievement Standards and SACE Board Performance Standards.
- Ensure faculty communication to allow for correct grade allocation.

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Responsibility of Parents

As a parent/carer, you can support your student/students by:

- Checking Daymap for updated information regarding your student's progress in each class and the due dates of their assessment.
- Contacting the student's teacher through Daymap to extend an assessment deadline in emergency or for unplanned absence like illness. This is to be done at your earliest convenience and will require communication with your young person regarding their assessment deadlines.
- Raise any concerns with teachers meeting deadlines, if it is a common occurrence, with the subject coordinator.

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