



Coomandook Area School

SECONDARY ASSESSMENT DEADLINE

All work submitted by students for summative assessment should be within clearly defined time limits and submitted to the teacher in the format described by the task eg if a hard copy is required a disk cannot be submitted.

If a student is absent on the day the deadline falls, the assessment is still due to be submitted on that day and it is the students responsibility to submit the work.

1. In general it is not the policy of teachers at this school to grant extensions to deadlines for the presentation of all student work. However, there may be the need for some flexibility in meeting these deadlines to represent a balance between compassion to an individual and fairness to the whole group. Some examples are:
 - 1.1 The student is absent from school due to illness, or due to matters not under their control making it impossible for the work to be completed. A note from the parent/guardian confirming the reason for absence must be received before an extension is given. (A medical certificate may be required).
 - 1.2 A number of lengthy assignments from different subject areas, all being due in at, or close to, the same time.
NB: Equipment failure or accessibility cannot be used as grounds for extension.
2. Any extension of a due date will need to be negotiated by the student and relevant subject teacher and it is the responsibility of the student to seek the extension, where possible, at **least three (3) days before the due date**.
3. Any work submitted after a deadline, or an extension to a deadline has been given will be subjected to a sliding scale of reduction in marks obtainable.
 - 1 day late – marks reduced by 10%
 - 2 days late - marks reduced by 20%
 - 3 days late – marks reduced by 30%
 - 4 days late – marks reduced by 40%
 - 5 days late – marks reduced by 50%

After 6 days late or more a zero marks will be given, but the work will still be assessed by the teacher and feedback given to the student.

Eg: If handed in on time the student would have received 22/30 for their assessment, however the students handed in their assessment 3 days late. From the table above 3 days late is 30%

$$22 \times 30\% = 6.6$$

$$22 - 6.6 = 15.4$$

Therefore the student's final grade for this assessment is 15.4/30

4. If an extension has been granted, work by all students in that class will not be handed back until after the new due date has passed.
 - 4.1 Where a lengthy extension has been granted it may be more appropriate to set a different project/task/assignment for the student seeking the extension (this is done by negotiation with subject teacher).
 - 4.2 The subject teacher may need to check on the authenticity of the student's work in cases of extension of time.
5. Any assignment/work requirement not presented at the end of any deadline must be awarded a zero (0) or 'Not Completed' for student achievement.
 - 5.1 When the work for grading/ marking/moderating has not been presented by the submission date (or negotiated submission date), the work **cannot** contribute to the grade for that assessment type, and could make the difference between passing and failing a subject.
 - 5.2 Work handed in after the deadline may still be marked for feedback purposes only.

