



St Joseph's School
Port Lincoln

In all things love

Submission of Work Policy

Policy Statement

At St Joseph's School, we believe submission of work practices should reflect the importance of fairness and equity and the obligations that exist as part of our partnerships as school and educators with students, parents/caregivers and government.

Rationale

This policy honours our commitment to the Gospel values that underpin all of our work at St Joseph's and the principles outlined by the SACE Board of South Australia and the Australian Curriculum. It aims to be fair and equitable to all students whilst taking into account the pastoral care of individual students.

Values

St Joseph's School values all learning and:

- fairness to all students
- maximising validity
- maximum time for students to provide evidence of their learning
- management of workloads for students
- sufficient advanced notice to students of submission dates
- transparency and clarity of procedures and consequences for not meeting deadlines
- sufficient time for teachers to consider the quality of student learning
- operational manageability for schools
- consideration for exceptional circumstances and/or special provisions.

Responsibilities

For the Submission of Work Policy to be equitable for all students, it is important that responsibility is shared by all:

St Joseph's Leadership:

- Make the policy and procedures accessible to all.
- Ensure that teachers are supported in implementing the school's policy effectively.
- Ensure that strategies are in place for regular monitoring, review, and evaluation of the school's submission policy.
- Continue to work with staff to develop best practice.

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Related Policies: Assessment & Reporting Policy; Plagiarism Policy

St Joseph's Teachers:

- Set due dates, often in negotiation with students, which allow a reasonable time for drafting and completion.
- Make students aware of due dates (verbal, on task sheets, due dates calendar, SEQTA, etc.)
- Negotiate due dates as required using the principles and values contained in the policy.
- Have a procedure and strategies, clearly understood by all, for the submission of work (for example at the start of the lesson in hard copy).
- Where applicable, work with colleagues to contribute to a coordinated approach to assessment deadlines within year levels.
- Inform parents in a timely manner if work in progress is inadequate.
- If work in progress is inadequate, place students on Academic Detention to ensure that work is completed by the due date.

St Joseph's Students:

- Make every effort to complete assessments to the best of their ability in the required timeframe.
- Employ effective self-management with regard to use of SEQTA, homework/ revision, progress towards due dates, handouts, absences from school, etc.
- Approach the relevant teacher to negotiate extension, wherever possible this should be done before the due date.
- Ensure appropriate documentation (extension approval form and evidence as required) is completed and attached to assessment when it is submitted.
- Submit assessment by re-negotiated due date.

St Joseph's Parents:

- Ensure they are fully informed of the school's Submission of Work policy.
- Support students to complete assessments in the required timeframe.
- Monitor their child's absences from school.
- Use SEQTA or other means of communication effectively and ensure appropriate documentation is completed.

Submission of Work Procedure

Senior School 10 to 12

In the senior years, the St Joseph's Submission of Work Policy conforms with the SACE Board of South Australia policy which is based on the fundamental principles of equity and fairness for all students. Students are required to make every effort to submit work on time and if they are unable to do so, apply to their subject teacher for an extension. Extensions can be granted based on the following grounds:

- Medical
- Misadventure
- Family circumstances
- Compassionate grounds taking in to account individual student circumstances
- Evidence will be required to support application for extension, it is important that students and their parents/caregivers understand that extension approval for Stage 2

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external tasks is granted by the SACE Board and that the evidence that is required is of an official and legal nature i.e. medical certificates.

It is important the all students and their families are aware that ultimately the failure to submit work will result in a zero grade for that assessment task.

Middle School 7 to 9

In the middle years, the St Joseph's Submission of Work Policy aims to prepare students for the requirements of the senior years, by assisting them to develop the personal and work skills necessary to meet deadlines. Teachers will support this by ensuring the requirements of assessment tasks are clearly defined and that due dates are known in advance, by both students and their parents/caregivers. Teachers will provide the necessary scaffolding to ensure the successful completion of the task and use a variety of strategies (drafting, multi-model tasks, check points, learning centre, reduced or modified tasks etc.) to support students.

Students are required to make every effort to submit work on time and if they are unable to do so, apply to their subject teacher for an extension. Extensions can be granted based on the following grounds:

- Medical
- Misadventure
- Family circumstances
- Compassionate grounds taking in to account individual student circumstances

It is important the students and their families are aware that ultimately the failure to submit work will result in a zero grade for that assessment task.

Procedure

- Students approach relevant subject teacher or school leader preferably before due date to ask for an extension.
- If student is away on the due date of an assessment, every effort needs to be made to submit the assessment task. If this is not possible then the student needs to approach the relevant teacher to submit assessment or negotiate an extension as soon as practical when they return.
- Students complete 'Application for Extension' form including parent signature, grounds for extension and required evidence (medical certificate, etc.) and attach to assessment task when submitted.
- Assessment is handed in by renegotiated due date.
- If not submitted student will potentially receive a zero.
- Extension approval forms will then be passed on to relevant Pastoral Care Co-Leaders.

Related Documents

- Explanation of "Turnitin" (2018)

Academic Detention

Academic Detentions are assigned to students to ensure that all assessments are submitted, assisting all students to achieve success in their learning.

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Academic Detentions should not be viewed as punitive but rather as a means to provide support to students to meet assessment expectations.

Students will work on their assignments in an Academic Detention after school in the Library. Further assistance can be made available to ensure productive outcome ie. work in progress will increase to ensure that the final submission date can be met.

Appendix A

St Joseph's School Application for Extension

Name: _____

Subject: _____

Subject Teacher: _____

Assessment task for which extension is requested: _____

Reason for extension request:

Signed: _____ (student)

Signed: _____ (parent/caregiver)

Approved/Not Approved: _____ (teacher)

If Applicable State Reason: _____

Revised due date agreed: _____

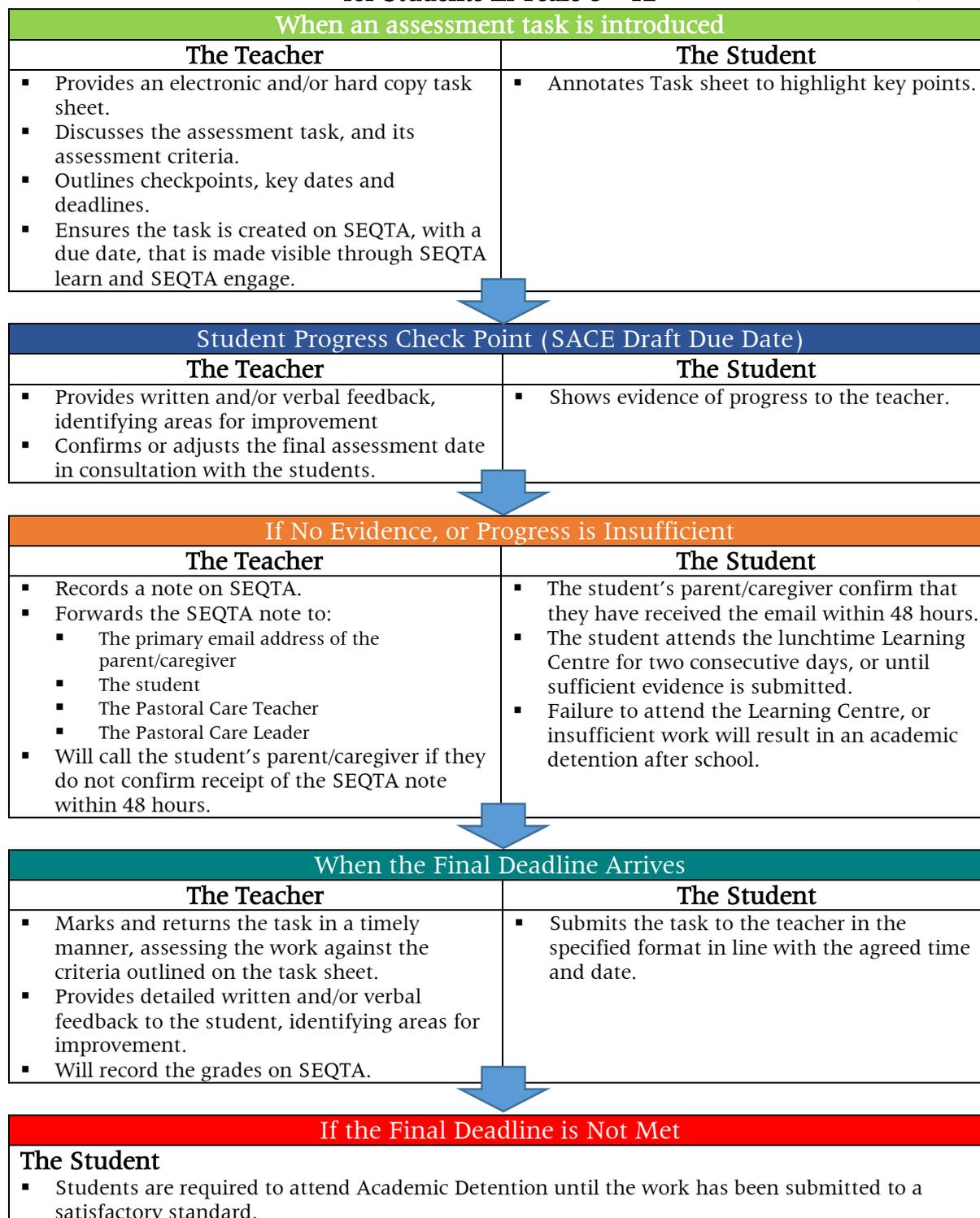
Approval of Submission of Work Policy

Chairperson Signature _____

Date of Ratification _____



Assessment Deadline Procedure for Students in Years 8 – 12



If a student misses more than two final deadlines through the semester, (across all subjects), the Assistant Principal will coordinate a 'Learning Review' meeting with the student, their parents/caregivers, and the student's pastoral Care Teacher, to determine a means to support the student's educational development.