



KEITH AREA SCHOOL STAGE 1 AND 2 DEADLINE POLICY

Publication date	
Approved by	
Review date	

Assessment deadlines exist to support students to manage workloads and meet the requirements of subjects, especially the quality assurance standards of the SACE. The SACE Board has specific rules relating to deadlines and submission of work and advises that ALL students need to adhere to the rules relating to assessment.

In consideration of the SACE Board rules, Keith Area School's policy is as follows:

The school will provide students with realistic deadlines and will support students to ensure that students do meet all deadlines successfully. To do this the school has the following expectations

Expectations of Teachers

- Teachers will set deadlines for all summative assignments, both when drafts and final tasks must be submitted
- Teachers will set deadlines on a day they have a class and the deadline occurs during the lesson
- Discounting of marks for work handed in late is not allowed
- Teachers will support students to maximize the chance for student to meet deadlines successfully
- Subject teachers will notify parents of a missed deadline, both drafting and final assessment deadline, by a phone call. If in the event a parent can't be contacted by phone, a letter is to be posted home
- Subject teachers will notify the senior school coordinator of a student who has missed a deadline. Additional support will then be organised for the student
- If further deadline issues arise in the same subject, the subject teacher will ring the parents and meet to discuss deadline issues and ways to support the student

Expectations of Students

- Students will ensure they write all deadlines in their diaries and use this to plan their work
- Students will organise themselves to have work completed by the deadline set by the teacher
- Students who are absent for the day of the deadline, will arrange for the assessment task to be delivered by a third person, or emailed to the teacher before the end of the day. Alternatively the student could submit the work the day before they are absent
- Students who miss a draft deadline will be provided with additional teacher support during study lessons to ensure they are able to complete the draft and successfully submit their completed assignment on time. Home study and unsupervised study lessons will be reinstated on completion of the task
- Students who miss a second deadline for the same assignment will have lessons cancelled and will work with a leader in this time, to maximize the support we can offer





KEITH AREA SCHOOL

ACHIEVE – COOPERATE – COURAGE – RESPECT

Tolmer Tce
Keith SA 5267
P: 08 8755 1177
F: 08 8755 1618
E: dl.0757.admin@schools.sa.edu.au

Extension to Deadlines:

Extensions will be given in specific circumstances, but should not be automatically expected. Short term absences and other commitments do not warrant an extension.

- Extensions must be applied for at least 24 hours before the deadline date. A 'Deadline Extension Request' form needs to be completed by a parent with reasons for the extension request. Subject teachers will consider the request and provide a response the same day the request is submitted.
- In the event of illness, a medical certificate needs to be provided with the extension request.
- Extensions requested closer to the deadline date than 24 hours, must be approved by the Senior School Coordinator. These requests must still be made on the 'Deadline Extension Request' form.

Redrafting:

- Redrafting during the development stage of an assignment is critical for teachers to provide feedback and for students to improve their written work. Redrafting is considered important for both summative and formative assessments and is therefore allowed. Students can submit up to a maximum of one draft for any piece of work.
- Work can't be redrafted AFTER a piece of work is summatively assessed.

