



St Francis of Assisi College

Submission of Work Policy Policy

Statement

At St Francis of Assisi College 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 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 Francis of Assisi College 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 Francis of Assisi College 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 high quality teaching practices.

St Francis of Assisi College 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.
- Provide a checklist so students aware of how to approach the task and to determine their progress.
- 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 or electronically on SEQTA).
- 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, students must attend the Learning Centre during lunch to ensure that work is completed by the due date.
- Marks and returns the task within two weeks of due date. Work is assessed against the Australian Curriculum Achievement Standard.
- Provides feedback to students, identifying areas of improvement.
- Records all grades on SEQTA

St Francis of Assisi College Students:

- Make every effort to complete assessments to the best of their ability in the required timeframe.
- Refer to check list
- 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 due date or re-negotiated due date.
- Must submit their own original work. They cannot submit another student's work under their name and/or plagiarise work from external sources.

St Francis of Assisi College 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 Francis of Assisi College 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 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 that 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 Francis of Assisi College 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-modal tasks, check points, 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 that all 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 **3 days 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 return to subject teacher.
- Assessment is handed in by renegotiated due date.
- If not submitted student will potentially receive a zero and this will affect their overall grade.
- Extension approval forms will then be passed on to the Leader of Learning.

Learning Centre

Students will be required to attend the learning centre to ensure that all assessments are submitted, assisting all students to achieve success in their learning.

Attending the learning centre 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 the learning centre during lunch in the Art Room, where further assistance from a teacher will be made available to ensure productive outcome ie. work in progress will increase to ensure that the final submission date can be met and/or task can be completed to a satisfactory standard.

St Francis of Assisi College

Assessment Deadline Procedure

for Students in Years 7 – 12

When an assessment task is introduced

The Teacher	The Student
<ul style="list-style-type: none"> ▪ Provides an electronic and/or hard copy task sheet. ▪ Discusses the assessment task, and its assessment criteria. ▪ Outlines checkpoints, key date and deadlines. ▪ Ensures the task is created on SEQTA, with a due date, that is made visible through SEQTA learn and SEQTA engage. 	<ul style="list-style-type: none"> ▪ Annotates Task sheet to highlight key points. ▪ Creates timeline ▪ Aware of checkpoints



Student Progress Check Point

The Teacher	The Student
<ul style="list-style-type: none"> ▪ Provides written and/or verbal feedback, identifying areas for improvement ▪ Confirms or adjusts the final assessment date in consultation with the students. 	<ul style="list-style-type: none"> ▪ Shows evidence (eg. Draft, planning, checklists) of progress to the teacher.



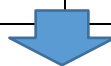
If No Evidence, or Progress is Insufficient

The Teacher	The Student
<ul style="list-style-type: none"> ▪ Records a note on SEQTA. (Academic achievement concerns) (See Appendix B) ▪ Forwards the SEQTA note to: <ul style="list-style-type: none"> ▪ The primary email address of the parent/caregiver ▪ The student ▪ The Home Group Teacher ▪ The Leadership Team ▪ Will call the student's parent/caregiver if they do not confirm receipt of the SEQTA note within 48 hours. 	<ul style="list-style-type: none"> ▪ The student's parent/caregiver confirm that they have received the email within 48 hours. ▪ The student attends the learning centre during lunchtime for two days of the school week, or until sufficient evidence is submitted.



When the Final Deadline Arrives

The Teacher	The Student
<ul style="list-style-type: none"> ▪ Marks and returns the task within two weeks of submission, assessing the work against the Achievement Standard. ▪ Provides detailed written and/or verbal feedback to the student, identifying areas for improvement. ▪ Will record the grades on SEQTA. 	<ul style="list-style-type: none"> ▪ Submits the task to the teacher in the specified format in line with the agreed time and date.



If the Final Deadline is Not Met OR task is not to a satisfactory standard

The Teacher	The Student
<ul style="list-style-type: none"> ▪ Records a note on SEQTA. (Academic achievement concerns) (See Appendix C) ▪ Forwards the SEQTA note to: <ul style="list-style-type: none"> ▪ The primary email address of the parent/caregiver ▪ The student ▪ The Home Group Teacher ▪ The Leadership Team ▪ Will call the student's parent/caregiver if they do not confirm receipt of the SEQTA note within 48 hours. 	<ul style="list-style-type: none"> ▪ The student's parent/caregiver confirm that they have received the email within 48 hours. ▪ The student attends learning centre during lunchtime for two days of the school week, or until work has been submitted to a satisfactory standard

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

SUBMISSION OF WORK POLICY approved by:			
SIGNED (Principal or Delegate)		Date:	
SIGNED (Board Chair)		Date:	
SIGNED (Responsible Leadership Member)		Date:	
POLICY TO BE REVIEWED BY (person/role):	December 2023	Review Date:	