



General information:

At EFS teachers work collaboratively to design learning activities that should *provide all learners with the capacity to demonstrate what they know, understand, value and can do*. Conditions for assessment should be reliable, valid and fair, which includes consistent expectations around the submission of evidence of learning.

This policy outlines the expectations for staff and students to ensure students are supported to submit appropriate evidence of learning for periodic assessment.

Staff responsibilities

1. Teaching staff will provide students with a clear indication about the nature of assessment tasks within the Learning and Assessment Plan. Success criteria should be clearly outlined.
2. Students undertaking VET courses or other external programs should be given the opportunity to negotiate a reduction in workload, reflecting their participation in the course.
3. Teaching staff will make the submission date, time and method of submission clear to students when assessment tasks are set. (In the event of student absences, staff should make every attempt to inform students of the task requirements and submission date either in subsequent lessons, via email or on Daymap).
4. Staff are expected to periodically check students' progress with the task in order to identify students at risk of non-completion. Appropriate steps should be taken to support students in completing the work by the submission date.
5. Staff should expect all students to submit assignments by the submission date, unless an extension has been requested and approved.
6. Students absent on the submission date must take responsibility for making other arrangements for the work to be delivered to the school. Teachers are to be open to suggestions from students about how and when to receive work (refer to student responsibilities section).

Extensions

The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved.

When a request for extension is received with a clear justifiable reason:

1. Clearly communicate a new submission date to the student and notify caregiver of the non-submission of work and the new submission date.
2. Record in student notes under 'Assessment' in Daymap: subject, assignment, teacher, revised submission date, reason for extension.
3. Work handed in by the revised submission date should be assessed at face value against the assessment criteria. Do not penalise late work with a grade reduction.

When a request for extension is received with no clear justifiable reason OR no extension has been requested and no, or limited, work is submitted

First instance

1. At teacher discretion, a 2-3 day extension is considered reasonable in this instance.
2. Clearly communicate a new submission date to the student and notify caregiver of the non-submission of work and the new submission date.
3. Create a new record on Daymap using **Extensions Record**. Note the subject, assignment, teacher, revised submission date, reason for extension and send to HG teacher and parent.
4. On receipt of the work, teachers are required to update the record by ticking 'work received'.



5. Work handed in by the revised submission date should be graded at face value against the assessment criteria. Do not penalise late work with a grade reduction.

Subsequent instances or when an extension has been granted but no submission is received on the revised date

1. No further extension is to be given.
2. Student is to submit attempted work and evidence of learning on the submission date.
3. Caregivers to be contacted as soon as possible regarding non-submission of work using the Non-Submission Letter.
4. Leadership will periodically monitor extension records and follow up with appropriate intervention.

Non-Submission of Work

In the event that work is not submitted either by the original due date or extension date the Non Submission Letter (see appendix) is completed and signed by subject teacher and a DAYMAP record is created. The letter is emailed to parent / carer with relevant Leader, AP cc'd in. In the event the parent does not have email, the letter must be posted.

Student Responsibilities

- Students are expected to keep themselves informed of and record assessment requirements and submission dates.
- When students are absent on the day assignments are set, students should make every attempt to contact staff for details of the assessment requirements and the submission date. (Extended absences should be applied for using the *Application for Short-term Exemption from School* form. Work requirements can be negotiated with teachers as part of this process)
- Students should seek periodic feedback on assignments from their teachers before the submission date.
- Students must keep an electronic back-up of assignments.
- Students are expected to submit tasks on the submission date as directed by the teacher, unless they have made a request for an extension which has been approved.
- In the event that they are absent on the submission date, or the method of submission is not feasible (e.g. no internet at home), students are expected to make other arrangements for the submission of their work. One of the following options is required:
 - parent/caregiver to bring work to school and leave at student services
 - contact subject teacher to make alternative arrangements
 - submit via Daymap or email work to the school

If an extension is needed

- The student will negotiate with the subject teacher as soon as they recognise, they will have difficulty, and before the submission date.
- SACE students should provide a doctor's certificate if required.
- Senior students requiring extensions must attend all study lines in the Senior Learning Hub until all assessments are up-to-date.