

Assessment Deadlines Policy Years 7-12

Introduction

This policy provides guidelines and indicates expectations of Years 7-12 students and teachers at the School of Languages in relation to assessments.

The term 'assessment deadlines' refers to dates and times set by teachers for the submission, by students, of all assessments as required by the School of Languages, and in the case of SACE subjects, by the SACE Board.

Principles

The following principles underpin the setting and applying of assessment deadlines:

- fairness to all students
- maximising validity
- sufficient advanced notice to students of submission dates
- maximum time for students to provide evidence of their learning
- management of workloads for students
- 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 of exceptional circumstances and/or special provisions.

Assessment requirements

SACE: Learning and Assessment Plans (LAPs)

Schools are required by the SACE Board to develop a Learning and Assessment Plan for each subject offered. The LAP outlines the summative assessment tasks and weightings. Teachers may also wish to use the Assessment Schedule.

IB: Assessment Schedule

The IB is assessed through external examination with the oral component being conducted within the school and sent to the IB for external moderation. The IB does not stipulate the nature of school assessment tasks that teachers may conduct as part of the teaching and learning program. Teachers will use the Assessment Schedule to outline the key assessment tasks, which are also subject to due date and 'seeking an extension' requirements.

The SACE LAPs and the Assessment Schedules are available to students on the class Teams channel from the beginning of each semester for Year 11/Stage 1 students and from the beginning of the year for Year 12/Stage 2 students. The Assessment Schedules will include information about assessment types and due dates.

Reminders about assessments will appear on weekly lesson plans 1-2 weeks before the deadline.

In Years 7-12, students will be required to complete a variety of assessments. It is important to learn the skill of prioritising work demands and completing all work requirements by the due date. The general principle expected by the school is that the final due date, as prescribed by teachers, **must be adhered to** by all students. It is understood that in some circumstances this may not be possible.

Seeking an extension

School Assessment

Any Year 7-12 student may seek an extension to a due date for legitimate reasons such as:

- accident or illness of student
- family crisis
- significant prior commitment
- unforeseen circumstances.

The student must submit an 'Application for Extension' form to the language teacher **prior to the due date or just after returning to class**. These forms are available either from the subject teacher, Adelaide High School Teacher-in-charge, School of Languages Administrative Support Person or via the class Teams channel.

If a student is absent on the day of an assessment or the assessment is not handed in on time, a medical certificate or a note from parent/caregiver and/or home school/International Student Coordinator is required. In such a case the student will also need to seek approval for an extension.

The new due date will be negotiated with the teacher and be **no more than two weeks** from the original due date, except where a student has had extended absence. In this case, a reasonable due date will be negotiated with the teacher. Assessment conditions for the missed assessment/s will be similar to previous conditions.

Requests for extension are NOT automatically approved.

If assessments are not submitted by the due date (actual or revised) steps will be taken as follows:

1. Teacher contacts the student's parent/caregiver to advise that the student will be required either to:
 - complete the assessment at home, or
 - come to language class earlier to complete the assessment, or
 - catch up during the lesson where no other option is available.

In the case of senior secondary students, the following may also apply:

- come to school on an additional day to complete the assessment, or
 - complete the assessment under supervision of the home school.
2. If the work has still not been completed, then an interview with parents/caregivers may be arranged and, for senior secondary students, the home school will be informed.

Approval of an extension

When an application for extension has been requested and approved, the completed form must be attached to the assignment. Students and teachers should keep a record of the approval.

In exceptional circumstances a task may be rescheduled for the whole class.

Grievance procedures

Students and parents/caregivers have a right to appeal a decision made by the teacher/school by writing to the relevant Coordinator, and if not satisfied with the result, to the school Principal.

Application for Extension of an Assessment Deadline

Student's name	
Language	
Level	
Teacher's name	
Assignment description	
Original due date	
Revised due date	
Reason for late submission	<p><input type="checkbox"/> Student accident or illness.</p> <p>Medical certificate provided: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p><input type="checkbox"/> Family crisis</p> <p><input type="checkbox"/> Significant prior commitments</p> <p><input type="checkbox"/> Unforeseen circumstances</p> <p><input type="checkbox"/> Other. Please specify:</p> <p>.....</p>
Student signature	
Signature of parent/caregiver	
Date of approval	
Signature of Language teacher	

This form must be attached to the overdue assignment when submitted to the language teacher.