



In order that there is validity, reliability and equity in assessment of student work, SSABSA requires that all schools have a deadlines policy which meets the needs of the school in terms of management of results and which provides flexibility and sensitivity to meet the needs of students. Further, SSABSA requires that work not submitted by the **final deadline** must be awarded a '0' or 'not completed' for summative assessment purposes.

1. Deadlines need to be set and clearly indicated to students when work goes beyond a lesson.
  - 1.1 All tasks that require work to be completed out of class will be due on the date and time specified by the subject teacher.
  - 1.2 When assignments or special projects extend beyond three weeks students will be expected to present drafts or up-dates to the subject teacher on dates set so that progress can be monitored.
  - 1.3 Every effort will be made by teachers to assist students to meet requirements on time.
  - 1.4 If absent on the day a summative task is due, students must ensure that the work is handed in beforehand or that their work reaches the College by 4:00pm on the due date.
  - 1.5 A student who held on to the task until their return to school would be deemed to have missed the deadline.
  - 1.6 Work handed in after the deadline may be marked for feedback purposes only.
  - 1.7 If the piece of work is vital for the student to meet course requirements and the student is deemed to be a bona fide student, then the teacher will search out every possible option to facilitate the acceptance of that piece of work.
2. Deadlines may only be negotiated if the student:
  - 2.1 Is deemed to be acting in good faith and has made a genuine attempt to meet the set deadline.
  - 2.2 Has been ill, notified the college, and can produce a doctor's certificate to validate their reason for absence or non-completion of work.
3. In order to negotiate an extension of time:
  - 3.1 Students seeking an extension must complete an 'Extension to Due Date' form before approaching the subject teacher.
  - 3.2 Students must speak with the subject teacher at least two or more days before the due date to discuss reasons for the extension.
  - 3.3 If an extension is granted it will be determined according to the reasons provided.
  - 3.4 The subject teacher will give the students a signed copy of the 'Approval' which students will attach to their assignment when finally submitted. A copy of the approval must also be given to the Year Level Co-ordinator.
  - 3.5 The Year Level Co-ordinator will liaise with the Home Group Teachers with regard to students who appear not to be coping with the time and organizational demand of the SACE.
4. All students have the right of appeal if they consider they have not been treated justly:
  - 4.1 To exercise this right, the student must make an appointment with the Deputy Principal and bring to that meeting **all** relevant information relating to the matter.
  - 4.2 Upon considering all available information the Deputy Principal will determine the outcome.  
**This decision is final.**