

Years 7 – 12 Deadlines, Extensions, Special Provisions and Drafting Policy



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Hallett Cove School Deadlines, Extensions, Special Provisions and Drafting Policy

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2 POLICY STATEMENT

Hallett Cove School endeavours to ensure that all students experience success in their studies, and are able to successfully achieve the Australian Curriculum and gain their South Australian Certificate of Education (SACE). The academic demand of secondary schooling is rigorous and students are expected to actively partake in their studies to the best of their abilities, abiding by this policy.

3 PURPOSE

Students at Hallett Cove School are expected to demonstrate the school values of Organisation, Respect, Personal Best, Caring, and Listening. This policy details the rights and responsibilities of students in both the Middle School and Senior School when completing assessment tasks.

It aims to:

- Encourage students to develop time management skills, which will help them be successful at school and beyond in further education, training and/or employment.
- Be fair and equitable to all students
- Allow teachers to provide quality feedback to students, while maintaining clear and consistent timelines and expectations.
- Help manage the workload for students and teachers.

4 SCOPE

The Deadlines, Extensions, Special Provisions and Drafting Policy applies to all assessment tasks for both school and external assessment purposes.

5 DEFINITIONS AND ABBREVIATIONS

- HCS, Hallett Cove School
- SACE, South Australian Certificate of Education

6 POLICY DETAILS

6.1 DRAFTING OF ASSESSMENT TASKS

6.1.1 Hallett Cove School recognises the importance that drafting of student work has on the learning process, however, we take the responsibility of providing an equitable and fair learning environment for all students seriously, in regards to the number and depth of drafting.

A draft may take the form of:

- A complete copy of the task
- A partial copy, demonstrating a legitimate attempt at completing the task
- Evidence of planning
- Other, as specified by teacher

6.1.2 Teachers of 7-12, in accordance with SACE Guidelines, are:

- Able to draft student work **prior to the deadline** for work being submitted for grading
- Able to provide constructive feedback to the student on their work prior to the deadline
- Able to offer guidance and advice to the student on their work prior to the deadline
- Able to authenticate a student's work (verify it is their own work)
- Able to advise a student regarding their ability to meet the Assessment Criteria
- Able to advise a student which Assessment Criteria may need more attention
- Able to advise a student regarding subject-specific concerns, including the structure of their work

6.1.3 Teacher feedback is *not editing* the student's work, so teachers cannot:

- Extensively proof read and correct the work
- Extensively spell and grammar check the work
- Extensively advise on the fluency or sentence structure of the work
- Provide specific information to be included nor excluded
- Grade work, but may provide an indication of whether work is unsatisfactory or satisfactory.
- Continue to draft work when it can no longer be verified as the student's own work

6.1.4 Drafting of work will provide students with the opportunity to improve their level of achievement in specific assessment tasks. *Additional drafts (more than one) will be completed at the discretion of the individual subject teacher and in line with SACE requirements.*

Where drafts are submitted to the teacher by the draft due date, teachers will return the students' work with a minimum of three (3) school days before the final copy of the assessment task is due for students to enact feedback.

6.1.5 The Hallett Cove School expectations are consistent, and have been informed by the *Redrafting of Assessed Work Policy*, *Reuse of Assessed Work Policy* and the *Supervision and Verification of Students' Work Policy* from the SACE Board.

6.2 DEADLINES FOR ASSESSMENT TASKS

6.2.1 Subject teachers are encouraged to issue and publish a semester overview stating approximate due dates for summative and supervised tasks (tests, practicals, etc) at the start of the course.

Subject teachers will negotiate with students the due dates for summative and supervised tasks. Once a deadline has been set, students are required to submit a draft and/or final work to the teacher on (or before) the due date.

To assist students in their achievement, teachers will, as a minimum:

- Confirm the due date of a task one week (five school days) prior.
- Inform students of the date of a supervised task one week (five school days) prior to the due date.
- Return drafts allowing students three school days to enact feedback before the established deadline.

The format of work submitted will be negotiated by the teacher and students which could be a hard or an electronic copy (or both).

6.2.2 Failure to Submit Draft by the Due Date

Students who fail to submit a draft by the due date will be allocated to lunchtime Work Completion sessions to lower the risk of them not completing their assessment task/s. Their parents/guardians will be notified by the teacher via email, text or telephone conversation at least one day prior to the Work Completion session. Students who are not demonstrating appropriate learning behaviour will be dealt with using the appropriate behaviour management steps.

It is expected that the teacher will advise the parent/caregiver of the non-submission of a draft, and advise of an appropriate plan to assist the student to complete work by the final due date.

6.2.3 Failure to Submit Final Work by the Due Date

A student who fails to submit a final piece of work by the due date will receive an initial grade of No Evidence (N). After the due date the teacher will not provide any further drafting or advice for that piece of work. A student *may* submit a final piece of work after the due date in extenuating circumstances (see 6.2.5), and this evidence of learning will be marked by the teacher when time permits, but no feedback will be provided other than a grade/result.

The end of each semester is an absolute deadline (~as per reporting timeline due dates), after which no final student work is to be accepted. The final date for the semester will be published well in advance and all unit planning / LAPs will be developed to reflect this.

Students who fail to attend a compulsory supervised or practical task will receive an initial grade of No Evidence (N) for that task. Students *may* negotiate an alternative date to complete a compulsory supervised or practical task, in extenuating circumstances (see 6.2.5), within practicable means. There are circumstances where it is not possible for a compulsory supervised or practical task to be completed on an alternative date.

6.2.4 Verification of Student Work

If a teacher cannot verify a student's work as being their own, due to not seeing work in progress in class, the student will receive a grade of **No Evidence (N)**.

All HCS SACE students must complete a SACE Assessment Declaration prior to commencing their SACE studies. Students should refer to SACE Assessment Declaration when completing their work to ensure they are meeting the verification requirements. It is the student's responsibility to ensure that teachers are able to verify that their submitted work is their own work.

6.2.5 Extenuating Circumstances beyond Extension Processes (6.3.1)

Students are expected to adhere to work submission deadlines, except in extenuating circumstance, which could be:

- Sickness, emotional impairment (anxiety, depression), or injury, supported by a medical certificate, or contact from a parent/guardian.
- Circumstances outside of the students control preventing submission by the due date, supported by a written note from parent/guardian.
- Family crisis occurs immediately prior to the due date, supported by a written note from parent/guardian.
- Technological difficulties, provided sufficient evidence of work in progress can be provided.

NOTE: Family holidays are not recognised as extenuating circumstances in SACE subjects.

6.2.6 The Hallett Cove School expectations are consistent, and have been informed by the *Special Provisions in Curriculum and Assessment Policy*, *Assessment Deadlines Policy*, *Assessment Declaration* and the *Supervision and Verification Policy* from the SACE Board.

6.3 DEADLINE EXTENSIONS FOR ASSESSMENT TASKS

6.3.1 A deadline may be extended to students at the discretion of the subject teacher in extenuating circumstances (see 6.2.5). Granting an extension will represent a balance between compassion for an individual student and the practicalities of marking timelines and course progression. This process is for an isolated issue with submitting a task, which is separate from SACE Special Provisions.

Students applying for an extension must negotiate directly with the subject teacher at least two days prior to the original deadline using the extension form, according to the process and requirements below. It is important to note that it is the responsibility of the student to discuss the request for an extension and gain the subject teacher's approval before an extension will be granted.

NOTE: All SACE students must provide a medical certificate for missing supervised tasks or final due dates. See SACE Special Provisions process for ongoing medical or other concerns.

6.3.2 Applications for Extension

All students are to use an *Application for Extension form* when negotiating an extension with a subject teacher. This form must be handed in with any piece of work submitted after the original due date. These forms are available from the Middle School and Senior School office.

In the case of *External Investigations for Stage 2 (Year 12) subjects*, an extension may not be able to be granted due to the overarching SACE Board deadlines. Any alterations to these dates must be negotiated through the school's SACE manager.

6.3.3 The Hallett Cove School expectations are consistent, and have been informed by the *Special Provisions in Curriculum and Assessment Policy* and the *Assessment Declaration* from the SACE Board.

6.4 SACE SPECIAL PROVISIONS

6.4.1 Special Provisions can be granted to individual SACE students for a range of reasons. The purpose of Special Provisions is to accommodate all students' needs as effectively as possible, whilst still assessing the same knowledge, skills and standards all other students are assessed against.

Special Provisions can be granted for:

- prolonged illness
- disability
- impairment
- misadventure (i.e. car accident, laptop failing)
- personal circumstances

Special Provisions cannot be granted for:

- unfamiliarity with the English language
- teacher absence or teacher-related difficulties,
- matters that a student could have avoided
- matters of a student's own choosing (i.e. family holiday).

Any Special Provisions granted for SACE subjects will need to follow the stipulations in the applicable subject outlines and all students will be assessed under comparable conditions and to the same standard.

6.4.2 Applications for Special Provisions in SACE subjects

Students are to use an *Application for Special Provisions for School Assessment form* when seeking provisions *from the SACE Manager* for School Assessment. This form must be filled in as soon as practically possible, and supporting evidence will be required to prove eligibility. Provisions requested relating to school assessment of each subject will be approved internally by the school.

Students are to use an *Application for Special Provisions for External Assessment form* when seeking provisions from the SACE Board for External Assessment (investigations and examinations). This form must be filled in as soon as practically possible, and supporting evidence will be required to prove eligibility. Provisions requested relating to external assessment of each subject are approved externally by the SACE Board and are considered on a case-by-case basis. It is important that these applications are completed with the guidance of the SACE Manager to ensure all required information is included prior to submission. Failure to gain provisions for External Assessment can be appealed through the SACE Board, and the SACE Manager will guide students through this process.

6.4.3 The Hallett Cove School expectations are consistent, and have been informed by the *Special Provisions in Curriculum and Assessment Policy* from the SACE Board.

7 ROLES AND RESPONSIBILITIES

- 7.1.1** Students are required to take responsibility for their learning through following the school's vision and values, including following the requirements of this policy.
- 7.1.2** Parents / caregivers are encouraged to support students and teachers to enable effective learning and assessment, including supporting the requirements of this policy.
- 7.1.3** Teachers are required to support effective learning and assessment through following the school's vision and values, including following the requirements of this policy.
- 7.1.4** School Leadership are required to support effective learning and assessment through monitoring and the consistent application of this policy.

8 GRIEVANCES AND DISPUTE RESOLUTION

Grievance procedure for students and/or parents/caregiver on the outcome of a decision:

- 1) Speak with the teacher involved by appointment
 - a. Contact the school to make a mutually convenient time to meet

If this does not resolve your grievance, you may:

- 2) Speak with the relevant Year Level Manager involved by appointment
 - a. Contact the school to make a mutually convenient time to meet

If this does not resolve your grievance, you may:

- 3) Speak with the Head of Middle School (Middle School students) or SACE Leader (Senior School students for SACE subjects) or Head of Senior School (Senior School students for non-SACE subjects)
 - a. Contact the school to make a mutually convenient time to meet

9 EVALUATION AND REVIEW

This policy will be reviewed in October 2020 and then biannually to ensure effectiveness.

10 ASSOCIATED DOCUMENTS

The Hallett Cove School forms associated with this document are:

- Application for Extension Form
- Application for Special Provisions Form
- Academic Honesty Policy

The following documents were consulted in the construction of the Hallett Cove School Deadlines, Extensions, Special Provisions and Drafting Policy:

- SACE Assessment Deadlines Policy
- SACE Assessment Declaration
- SACE Redrafting of Assessed Work Policy
- SACE Reuse of Assessed Work Policy
- SACE Special Provisions in Curriculum and Assessment Policy
- SACE Supervision and Verification of Students' Work Policy