



SUBMISSION OF WORK GUIDELINES – MIDDLE SCHOOL 2024

Assessment Plans

- At the beginning of the semester, each subject teacher will distribute an assessment plan to the class through Canvas.
- This assessment plan will show the main topics to be studied, the types of assessment tasks and the approximate week that they will be due.

What happens if work is not completed?

- The teacher will require the student to finish the task, either at home, at recess or lunch with the teacher or at lunchtime.
- The teacher will notify the parents of the student using the Academic Alert feature on BMS.
- The teacher will refer any student with ongoing problems to the class tutor, the Head of Faculty and Head of Year Level.

Deadlines for Tasks

- Teachers will negotiate due dates (deadlines) for major assignments/projects/essays.
- Students should let teachers know as soon as possible if they are unable to meet a deadline to negotiate an alternative date.
- Due dates will be fair and take into account other work due and any special events going on (for example, excursions or Swimming Carnival).
- The due date for tasks will be published on Canvas. The final deadline for tasks will be determined by the teacher.
- Tasks will usually be submitted during school hours. In certain cases, 8pm is the final deadline through Canvas for Middle School Students.
- Students are to enter all due dates in their diary. Dates will also be entered on the Canvas Learning Management System.

What happens if work is not handed in by the due date?

- If students do not hand in a task by the due date (and they do not have a note of explanation from their parents), the teacher will inform their parents using the Academic Alert feature on BMS.
- Students are required to show the teacher their progress so far and negotiate a plan to finish the assignment. This will include the student working on the task at lunchtime and for homework.
- If the student is unexpectedly absent on the day that work is due, they can still upload work to Canvas that day, or they will be expected to hand the work in on the day that they return to school. Their parents should write a note in their diary to explain why they were absent.
- If students face technical issues when uploading work to meet the assignment deadline, they must screenshot the error message they are encountering and email it to their teacher (along with the assessment task) with an outline of the problem experienced. In the case of electricity failure (ie. blackout), a note from parents must be presented to the teacher the next day, and the work must be submitted as soon as practical.





Extensions for Tasks

- The College promotes student agency by encouraging open dialogue between students and teachers and empowering students to negotiate an alternative deadline if they know ahead of time that they will be unable to meet a published deadline.
- Extensions must be negotiated ahead of the deadline, not on the day that the work is due.
- Evidence of progress on the task should be shared when requesting an extension.
- If the student does not hand in the work by the new deadline, the work is deemed late and the parents and HoY will be contacted.

Student absence on the day of a Test or Presentation

- When the student returns to school, the teacher will require them to do the test or give the presentation as soon as possible. This may be in class or at lunchtime as organised by the teacher.
- If the student is absent for the test or presentation without a good reason (as explained in a note from their parents), their work is deemed late and the parents and HoY will be contacted.

