



## SUBMISSION OF WORK GUIDELINES – SENIOR SCHOOL 2024

### Assessment Plans

- Early in the assessment period, subject teachers will post assessment plans on the College's Learning Management System - Canvas.
- Assessment plans will indicate the topics to be studied, the summative tasks, their weighting and an approximate timeline for completion.

### What happens if classwork is not completed?

- The teacher may insist that the student completes the task at home or at lunchtime.
- The teacher will notify parents using the Academic Alert feature on BMS.

### Deadlines/Due Dates for Summative Tasks

- Teachers will set due dates for summative assignments which will be added to the Canvas course calendar.
- Deadlines will be realistic and take into account other existing school or subject commitments.
- Students are expected to let teachers know as soon as possible if they are unable to meet a deadline to negotiate an alternative date.
- Teachers may require that students submit the assignment in class. Where out of class submission is allowed, the Canvas upload deadline will be set at a maximum of 10pm on the date the assessment is due for all Senior School classes.
- The submission of assignments will occur through the assignment upload area on Canvas, unless a hard copy is required. Where appropriate, work submitted for summative tasks via Canvas will be processed through Turnitin.
- Students must store all online work in OneDrive to avoid loss of USB etc
- 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.
- Students must ensure that the correct file has been uploaded. Uploading an incorrect file will constitute a non-submission.

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

- Parents, Head of Faculty and Head of Year are notified and implications detailed.
- The teacher will record no grade against the performance standards for the assessment types covered by the task, unless evidence of learning against the performance standards can be used from another source eg draft.





### **What happens if a student is absent on the day that Summative work is due?**

- Where a student is absent due to a school activity, it is the student's responsibility, where possible, to notify all teachers as early as possible and negotiate early submission or extensions for tasks.
- The task will be deemed a non-submission if the student was absent on the due date without evidence of illness or exceptional circumstances. Exceptional circumstances are significant events outside of the student's control.
- It is not acceptable for a student to stay home for the day or part of the day to complete a summative task to meet a deadline.
- Students who are absent for valid reasons (exceptional circumstances or illness) should still upload their work through Canvas to meet the submission deadline.
- Students who are absent for valid reasons (exceptional circumstances or illness) which render them incapable of submitting work through Canvas must upload their work the next day. A parent note or email is required to support the absence.
- If student work is not submitted, the teacher will follow the steps outlined under the heading 'What happens if Summative work is not handed in by the due date?'.

### **Extensions for Summative 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.
- Note that there are some SACE dates which are externally set and non-negotiable.

### **Student absence on the day of a Summative Test or Presentation means that:**

- The student will receive no grading for the performance standards assessed by the test or presentation, unless there are exceptional circumstances or illness.
- The teacher will notify the parents either by email or phone.
- The student must sit the test or give the presentation as soon as possible on his/her return to school, preferably the day of return. The test must be done under supervision as organised by the teacher in a study period, at lunchtime or in class.

### **Effects of non-submission on grades at the end of the Semester (or Year)**

- The extent to which this will affect the student's final grade will depend on the weighting of the summative task and assessment type, as indicated on the assessment plan. It may result in the teacher being unable to assess the student on their performance in a particular assessment type for the course.
- In SACE, this may lead to a Grade of 'I' or Insufficient evidence provided for an assessment type. This may result in an overall grade of 'N' which means that the student receives no SACE credits for the course.

