

Policy on Late Work Years 7- 10

I. Rationale:

For clarity, fairness and equity Buckley Park College will have one policy on late work for students at Years 7-10.

At Buckley Park College it is acknowledged that scores, marks and grades are a matter of academic standards, yet meeting due dates and deadlines is essential, for three reasons:

- It ensures transparency of process and equity of treatment among students. Procedures for extensions, disability management and special consideration processes, along with programs for students who are not meeting progression requirements are already in place to take into account any difficulties encountered by students.
- It enables timely and coherent management of teaching and learning (including feedback) and administration of courses.
- It supports the training of students to be able to plan and organise their work and meet deadlines. This is part of any work environment and life as an adult in society.

The intention of this policy is to encourage students to submit work by the due date however a student may fail a subject or unit because work has been submitted late. Non-submission and submitting unsatisfactory work may also result in a student not passing a subject or unit. Parent contact is seen as a critical part of this policy; parents should be contacted when work becomes overdue.

II. Late work

Any student who hands in work late (that is, at any time following the published due date), and does not meet criteria for an extension, special consideration, or special arrangement, and who does not have a special case under disability or students at risk programs, will firstly be given a revised deadline. If the revised deadline is not met then penalties will apply according to the criteria set out below.

Students who submit work on time, and whose work does not meet the criteria, will be given the opportunity to re-submit the task.

III. Procedures for handing in work, due dates and late work

1. All assessment tasks, whatever the form of submission, must be dated with the date of submission.
2. Assessment tasks should normally be handed directly to the teacher. Online submission is allowed where the teacher has given this method as an option or requirement.
3. No assessment task due date will fall during any student break.
4. Any student who is late for submitting an assessment task will have a "Notification of Overdue Work" sent home, with details of the revised deadline (of up to 5 working days at the teacher's discretion). It is recommended a phone call be made to parents as well.
5. Work submitted beyond the revised deadline will not be graded but awarded an S if it is satisfactory and an UG if it is not satisfactory.

If the work submitted beyond the revised deadline is one part of a task, it will receive a score value of up to 40%; a 40% pass if it is satisfactory or if it is not satisfactory a score of 0-39%.