

# Heritage College

Submission of Work Policy  
Years 7-10



## Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
001	5 April 2022	April 2025	New Policy	L & T	School Council



## Rationale

This policy aims to provide a guide to the requirements for the submission of work as necessary for assessment purposes. It is designed to maximise student academic performance and establish clear expectations about work that is to be completed by students. As a college, we seek to promote appropriate study habits, develop organisational skills and motivate students to achieve their personal best. We also aim to provide teachers with a mechanism, which will ensure consistency during the learning process. We endeavour to provide parents with timely and accurate information in regard to submission of work.

## Aims

- To promote academic excellence and encourage students to take accountability for their learning expectations
- To enable students to prioritise their time management skills
- Provide clarity of expectations to staff, students and parents

## Implementation

### For Students:

- All work is to be completed satisfactorily, to the best of one's ability and handed in by the due date.
- When facing difficulty with work, or where there are extenuating circumstances, a student will seek advice from the teacher well in advance of the due date as to how to best address any difficulties.

### For Teachers

- When setting work (assessment tasks) – students will be advised of the due date and assessment criteria will be provided.
- Students will be given two weeks notice before an assessment task.
- Progress checks will be made to assist students with any difficulties they may be facing.
- The application of, and expectations for, submission of work are consistently applied.
- Assessment of work submitted is prompt and work is returned with appropriate feedback

### Overview

In each subject area, parents and students will have access to a course outline containing subject content and assessment tasks at the beginning of each semester (this will be available through Seqta Engage). Students and parents are to be aware that changes to the course outline may occur throughout the semester. In such cases, students will be notified when there is a change of submission date for assessment tasks and, where necessary, Google Classroom will also be updated to reflect such. Google Classroom may be used to communicate assessment task information for the benefit of students and parents.

### Assessment Details and Cover Sheets

Every assessment task, students and parents will have access to an [assessment cover sheet](#), which will provide details of the task, due date and a rubric. This will be distributed by the teacher on Google Classroom. Assessment sheet may be differentiated according to students' needs.



## **Authentication**

It is the responsibility of students to ensure their work is authentic to them and not plagiarised in any way. Students are to complete and submit an authenticity statement with all assessments. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules. Plagiarism will result in an overall N (Not Satisfactory) for the unit.

## **Granting Extensions**

Applications for an extension of time must be negotiated with the teacher, at least 24 hours prior to the due date for submission of work. A note signed by the student's parent/guardian OR an email must accompany the application, which details the reasons for the request of extension. This note and/or email will also be documented in Seqta. Providing an extension is up to the teacher's discretion if they warrant the reason as reasonable.

In the case where a student's circumstances are deemed to warrant consideration for an extension of time, the extension will be granted at the discretion of the teacher. Once a student has been granted an extension of time, the assessment task must be submitted by an agreed date. This date is to be noted by the teacher, the student and the parent/guardian (this will be noted on Seqta). No further extensions are to be given (except where extenuating circumstances are deemed appropriate). Where a student has been granted an extension for an assessment task, the teacher will assess the task using the appropriate method of assessment, and the outcomes of the assessment will be reflected in the end of semester report.

Students who are absent from school on the day that an assessment task is due must submit the tasks to the teacher on the day that s/he returns to school – directly to the teacher or a penalty will apply. Work is not to be put into a teacher's pigeonhole or given to another teacher. If the teacher is absent, the assessment can be given to the office. The student should email the teacher and inform them that the assessment was handed in to the office.

## **Submission Times**

When a student has failed to appeal for an extension and communicate with the teacher, the standard penalty for late submission of assessment tasks applies. There is a decrease of a grade for each two day delay in submission of a day or partial day up to a maximum of five (5) working days after the due date. Support will be offered to these students to complete assessments in a supervised place (the Library) during recess and lunch times.

Scaffolded submission times may be available for students with diverse needs.

Excluded from the day count are: Saturdays, Sundays. Included in the day count are: days that fall within holidays and Public holidays.

Google Classroom will notify students of assessment due date one day prior to the due date. All assessments (which are not in class projects) will be due at 5pm of their due date. Due dates will be set on Monday-Thursdays (not Fridays or Weekends).

A lack of submission after 5 days will result in no detailed teacher feedback. Work will only be assessed by an S (Satisfactory) or an N (Not Satisfactory).



### **Lack of Submission Without an Extension**

Any assessment task that is not submitted by the due date will require a new due date to be set. This date will be negotiated between the teacher and student, but must be within two weeks of the original due date. Parents will be notified by the classroom teacher either through an email or call. Parent contact will also be documented on Seqta.

In the case that the student does not submit the assessment task by the newly negotiated due date, staff will contact the parent to discuss what the next step is which will be at the discretion of the teacher. Staff will document this on Seqta and the Head of Junior/Senior Schools will also be contacted.

By not submitting the assessment task will result in an 'N' for that piece of work. Repeated unsatisfactorily completed assessment tasks and/or repeated assessment tasks not submitted may result in an overall N (Not Satisfactory) result for that subject.

### **Work Submitted that is not Satisfactorily Completed**

Should the work submitted on the due date not satisfactorily fulfil the learning requirements established under the assessment criteria, it is at the discretion of the teacher whether the student will have the opportunity to resubmit this work to a satisfactory level. This will be commented on in the end of semester report.

Prior to the end of semester report, teachers will assess as to whether a student is likely to satisfactorily pass the subject and will notify parents if this is not the case. Should it be necessary, arrangements may be made for the student to meet the requirements of the task outside of class time, for the purposes of satisfactorily completing the unit.