



## BOSCO DEADLINE POLICY

---

### STATEMENT

At St Mark's College we are committed to equity and supporting learners in building their personal capabilities to take responsibility for all aspects of their learning, which includes meeting due dates for learning tasks. This policy supports the transition from school to work or tertiary pathways by teaching students to appreciate the importance of time management, organisation and accountability to self and others. Failure to meet due dates (deadlines) in the real world has consequences. This policy sets clear expectations and puts supports in place to enable students to complete tasks when, in some circumstances, due dates are not met.

In our Catholic tradition 'Every Student Matters' and teachers consider factors that are beyond a student's control that may reduce the opportunity a student has to complete and submit an assessment before a deadline.

A due date or assessment deadline at St Mark's College is defined as:

- The time by which a task is to be completed, at a particular time or in a particular lesson (e.g. a test) or
- The time or day by which an assessment task has to be submitted (e.g. an assignment)

### RATIONALE

In setting and applying due dates and assessment deadlines for school and external assessments, teachers/schools adhere to the following principles:

- Fairness to all students.
- Optimum time for students to provide evidence of their learning.
- Reasonable workloads for students.
- Accommodations and adjustments for students on Personalised Plans for Learning that enable them to meet due dates.
- Providing reasonable notice to students of submission dates.
- Transparency and clarity of procedures and consequences for not meeting deadlines.
- Sufficient time for teachers to assess the quality of achievement in student learning.
- Consideration of exceptional circumstances and/or special provisions.
- Encouraging students to have a growth mindset in demonstrating their achievement and striving for excellence.
- Effective time management supports students' wellbeing as extensions can create more pressure and increase a student's workload.

This policy applies for all school-based learning tasks and assessments.

SACE and VET course assessments fall under their respective policies and guidelines.

## **SUBMISSION OF WORK**

### **TEACHER RESPONSIBILITIES**

#### **Teachers will:**

- Provide a program of learning each term, semester or year which will include an assessment outline. This will be made available to students and parents.
- Set clear assessment deadlines that may (where possible and practical) be determined in negotiation with students.
- Publish (on SEQTA) and adhere to due dates on Assessment Task sheets.
- Provide resources for learning via classroom resources and upload to SEQTA.
- Give due and fair consideration to the length of time required to complete the assessment task to support workload management.
- Provide clear assessment criteria (Rubrics) and (where available) exemplars of work at required achievement standards. This includes the co-construction of Success Criteria and flexible modes of assessment.
- Ensure that the personal needs and skill levels of a student are taken into account when deadlines are set and scaffold the necessary organisational and research skills so that students are able to successfully meet deadlines.
- Ensure that extended assessment tasks have a process and timeline (progressive deadlines) that scaffolds students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, throughout the duration of the task.
- Give due consideration to, and approval of, extension requests when justified by extenuating circumstances and written requests are made with explanation and endorsed by the parent/caregiver.
- Record requests for extensions and approvals granted on SEQTA so that patterns may be monitored, and concerns addressed.
- Adjust tasks and deadlines for students who have a Personalised Plan for Learning (PPL) as required.
- Communicate with parents/caregivers where deadlines are not adhered to and implement the procedure to ensure work is completed at a satisfactory standard (failure to complete learning tasks is not an option).

## STUDENT RESPONSIBILITIES

### Students will:

- Ensure that they are aware of task requirements and due dates.
- Be proactive in planning their work, seeking support, assistance and/or guidance throughout the assessment task as needed.
- Catch up on learning missed due to unavoidable absence by communicating with the subject teacher and using learning resources that have been provided and uploaded to SEQTA.
- Make the best use of learning time and resources during lessons.
- Request, when necessary, an extension at least ONE day prior to the deadline. This will only be considered for genuine reasons such as illness, an unforeseen incident beyond the student's control or *exceptional* family circumstances, that affects their ability to submit an assessment task.
  - A request for extension due to extenuating circumstances must be made in writing to the teacher and be signed by the student's parent/caregiver.
  - In *exceptional* circumstances, teachers may use their discretion to grant an extension without a note, but the request must be documented, and parents notified.
- Abide by the Bosco Deadline Policy and follow the consequences of failing to meet deadlines.

## PARENT/CAREGIVERS RESPONSIBILITIES

### Parents/Caregivers

- Be aware of subject learning expectations and assessment requirements via access to SEQTA Engage.
- Check in with their child to support learning progress and encourage their child to strive for improvement and not accept that 'just enough is good enough'.
- Support their child to adhere to the Bosco Deadline Policy, which will enable greater responsibility, organisation, and accountability for learning goals.
- Support their child to manage their time and resources effectively to meet learning expectations.
- Support their child's requests for extension only where there are extenuating circumstances so as not to add undue pressure later.
- Communicate with teachers in extenuating circumstances where there will be impacts to their child's ability to complete set work and be part of the process of negotiation of extension to deadlines with teachers.
- Support the College's procedures outlined below when students have not met learning due dates and assessment deadlines.

## **WHAT WILL HAPPEN IF WORK IS NOT COMPLETED OR SUBMITTED BY THE DUE DATE**

When no prior extension has been sought and approved and work has not been submitted on time, students will be required to attend the Student Hub during lunch until the task is completed and submitted to a passing standard.

Additional learning and assessment support is available to students on Monday to Thursday 3.15pm -4.30pm in the Student Hub.

## **EXTENSION PROCESS**

In the event of illness, impairment, or the experience of an unforeseen incident beyond their control that affects their ability to participate in, or submit an assessment task on time, students may apply for an extension.

The student should communicate with the subject teacher and parent requesting an extension, and stating the reasons it is required, no less than 1 day prior to the due date.

Requests must be supported and endorsed by the parent prior to approval by the teacher.

Extensions will be granted for a maximum of 5 days from the due date.

Students are encouraged to access the Student Hub at lunchtime and after school for learning support during this time (although this is not mandatory where an extension has been sought and approved).

In the event that students fail to meet the agreed extension deadline:

- Students will be required to attend the Student Hub for a maximum of three lunchtimes whereupon the work completed to date must be submitted for assessment and graded accordingly.
- Students and their parents/caregivers will meet with the subject teacher to resolve the learning issue and plan for learning moving forward.

## **St Mark's College Revision Record**

<b>Document Title</b>	Bosco Deadline Policy
<b>Document Date</b>	January 2023
<b>Review Date</b>	January 2027