

**Pine Rivers State High School**  
**Year 8 & 9 Policy on Late & Non-Submission of Work**

(as agreed by Management Council 1/3/04)

1. It is expected that all students complete all assessment set and meet deadlines!
2. This policy applies to **significant** pieces of assessment for which assessment task sheets are supplied, class time is allocated allowing Teachers to monitor progress and for which a whole class due date is established.
3. If a student is not able to meet a due date for a piece of assessment an extension may be granted on or before the due date by the relevant Teacher. Some students may have flexible arrangements concerning due dates as detailed in their **Individual Education Plan**.
4. All assessment pieces must be submitted or completed on the **due date**, as stated on the assessment task sheet, unless an extension has been granted. If a student has not submitted a **reasonable effort** on an assessment item by the due date:
  - Parents/Guardians should be informed by phone or in writing.
  - An opportunity should be found during lunch or after school for students to complete the task.
  - Information about extensions granted and late submissions will be recorded on the Behaviour Management Database.
  - HODs may impose assessment based penalties after considering the conditions of assessment relevant to the item, the significance of the assessment item and the student's history of late or non-submitted work.
5. If a student is absent on the due date they must:
  - if at all possible, make contact with their Teacher to apply for an extension **or**
  - Send the work to school as early as possible on the day **or** apply for an extension from the HOD **or** supply a doctor's certificate upon their return to school with the work completed.
  - In exceptional circumstances students may apply to the HOD for an extension after the due date.

**The Principal reserves the right to make final determinations on all matters regarding the conditions of assessment and the awarding of student results on a case by case basis.**