

Pine Rivers State High School
Year 10 - 12 School Policy on Late & Non-Submission of Work

As agreed by Management Council 24th November 2003

1. It is expected that all students complete all assessment set and meet deadlines to maximize chances for success!
2. Typically, students must satisfy the requirements of the QSA syllabus being studied by meeting the minimum number of assessment items and profile results required in a verification and certification folio. This information must be supplied to students at the start of the program. Information regarding the conditions of assessment and due dates should be included with each assessment sheet.
3. Failure to meet syllabus requirements may result in “no result” being recorded for a subject. In cases of genuine personal or family issues the QSA policy on “*special consideration*” may be applied.
4. 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 **only** by the relevant HOD (or nominated person if HOD is unavailable). Classroom Teachers may not grant individual extensions.
5. 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. Teachers should record progress information during the production of significant research tasks (e.g. check dates) so that some information about progress and standards has been recorded in cases of no or late submission. If a student has not completed an assessment item by the due date they should be given an opportunity on the day to demonstrate what they know and can do, relevant to the task and the assessment criteria. Earlier drafts, research notes and other relevant information may be used in this process.
6. If a student is absent on the due date they must:
 - If at all possible, make contact with their Teacher or the relevant HOD.
 - 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.
7. If a student fails to comply with these requirements and submits work after the due date without an extension being granted a judgment of standards will be made on the work for which there is evidence that was completed by the due date.
8. Information re extensions granted and late submissions will be recorded on the Behaviour Management Database.

The Principal reserves the right to make final determinations on all matters regarding the conditions of assessment, the implementation of “special consideration” and the awarding of student results on a case by case basis.