Waikerie High School
Academic Deadline Policy

Respect, Responsibility, Trust, Achievement, Community

Scope

This school policy outlines the expectations with which students must adhere, to successfully meet academic deadlines.

Definitions:
- The *deadline* is the *date and time* by which the assessment task must be submitted.
- A student *draft* is an early version of their work and is intended to be reviewed, revised, and improved by students.
    - Draft submission dates help students start assignments early and manage their time effectively, reducing last-minute stress.
    - Teachers will provide feedback on student work during class time; however, they are not obliged to provide written feedback on submitted drafts.

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1. Rationale

Deadlines are about fairness. Submission protocols are agreed upon to achieve clarity and set clear expectations among students, staff, and parents of the school community. Agreed submission dates help balance the assessment workload over the year and facilitate time for students to review their work.

This Deadline Policy supports Waikerie High School's vision of students entering the community as successful, responsible individuals. This policy is aligned with the SACE Assessment Deadline Policy to ensure consistency with state education standards.

2. Procedure

2.1. Deadlines:

2.1.1. If no work is submitted by the deadline, an E- will be awarded.

2.1.2. Students should submit all work they have completed by the deadline to receive marks.

2.2. Drafts:

2.2.1. A draft submission date will be set for each major assessment task (via Daymap).

2.2.2. Parents will be notified by SMS if a student does not submit their draft by the draft submission date.

2.2.3. If the final task is not submitted by the deadline, but a draft has been submitted, a mark will be awarded based on the draft version.

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2.3. Extensions:

2.3.1. Extensions must be requested by completing 'Request for Extension' on the Daymap Assessment page.

2.3.2. Extensions may be granted for reasons such as illness, injury, or other significant circumstances that impact the student's ability to complete the task.

2.3.3. Teachers will grant or deny the extension through Daymap.

2.4. Absences:

2.4.1. Extensions are not automatically granted for an absence on the due date.

2.4.2. If a student is absent on the due date, they must submit work electronically through Daymap or email.

2.5. In-class Assessment:

2.5.1. In-class assessment (i.e. test, exam, supervised practical) cannot be rescheduled without a legitimate reason for absence.

2.5.2. A parent/guardian must make contact before, or on the day of, the in-class assessment for a reschedule to be considered.

2.6. Academic Integrity:

2.6.1. Any sections of final work determined by Turnitin to be plagiarised or generated by AI, will not be considered for marking.

2.6.2. These sections of work cannot be resubmitted and a teacher will follow up on this matter.

2.7. Parental Notification:

2.7.1. Parents will be notified via SMS if a student fails to submit a draft, or the final assessment, by the deadline.

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2.8. **Student Responsibilities:**

2.8.1. Record deadlines in a calendar and seek teacher support on assessment tasks before the due date.

2.8.2. Submit all work by the draft and deadline submission dates.

2.8.3. If absent on the due date, students must submit work electronically through Daymap or email.

3. Version Control

3.1. Version Number: 2024.1

3.2. Voted on and passed by:

3.2.1. SRC

3.2.2. Staff

3.2.3. Governing Council