

# WORK COMPLETION AND ACHIEVEMENT POLICY



POLICY NUMBER: 

W16	012
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## Year 8 and 9

**Policy:** Students at Loxton High School will complete all assigned tasks within the negotiated time limits.

The work completion and achievement process followed at Loxton High School is to ensure fair assessment takes place for all students. We promote students' ownership and responsibility of their learning and aim to foster the development of organisation and self-management skills.

The process followed at Loxton High School is in line with and supported by the SACE Board of South Australia.

A **deadline** is the **time and date** at which a piece of work is due to be submitted for assessment and must be recorded in the student's diary. The teacher will set appropriate deadlines for work, preferably after discussion with students.

It is expected that students submit all work by the deadline. Incomplete work should be submitted and will be assessed accordingly.

If work is not submitted on time, arrangements will be made for the work to be completed.

- **Year 8:** The work will be assessed with the highest possible grade achieved being '**satisfactory**'.
- **Year 9:** In the **first instance** the work will be assessed with the highest possible grade to be achieved being '**satisfactory**'. All **subsequent occurrences** of work submitted late will be assessed as an **I grade (insufficient evidence of learning)**. Teachers will assess this work for feedback purposes only.

## REASONS FOR EXTENSIONS

All extensions of deadlines will be negotiated with the subject teacher and student prior. The Learning Area Coordinator and/or Year Level Director may become involved where appropriate.

1. Illness or accident  
The parent/caregiver must inform the school (eg phone call, absentee note).
2. Emotional Disturbances  
Contact with the school must be made as soon as possible.

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3. Misadventure  
Contact with the school must be made as soon as possible.

## REASONS NOT SUITABLE FOR EXTENSIONS

1. Sport, work or social commitments.
2. Pressures of study.
3. When students are absent it is their responsibility to find out what work has been set and to meet the appropriate deadline.

## NOTE:

Once a piece of work is submitted to the teacher and assessed, it cannot be resubmitted to improve its grade. It should be noted that the policy does not permit the reuse of work that has been previously submitted for summative assessment in the same or another subject.

## Year 10, Stage1 and Stage 2

**Policy:** Students at Loxton High School will complete all assigned tasks within the negotiated time limits.

The work completion and achievement process followed at Loxton High School is to ensure fair assessment takes place for all students. We promote students' ownership and responsibility of their learning and aim to foster the development of organisation and self-management skills.

The process followed at Loxton High School is in line with and supported by the SACE Board of South Australia.

A **deadline** is the **time and date** at which a piece of work is due to be submitted for assessment and must be recorded in the student's diary. The teacher will set appropriate deadlines for work, preferably after discussion with students.

It is expected that students submit all work by the deadline. Incomplete work should be submitted and will be assessed accordingly.

Work submitted late **will be assessed as an I grade (insufficient evidence of learning)**. Teachers will assess this work for feedback purposes only.

## REASONS FOR EXTENSIONS

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All extensions of deadlines will be negotiated with the subject teacher and student prior to the deadline. The Learning Area Coordinator and/or SACE Coordinator may become involved where appropriate.

## Year 10 and Stage 1

1. Illness or accident  
The school must be informed by **9:30 am** (eg phone call) on the day the work is due, indicating the nature of the problem and the subjects and teachers affected.
2. Emotional Disturbances  
Contact with the school must be made as soon as possible.
3. Misadventure  
Contact with the school must be made as soon as possible.

## Stage 2

1. Illness or accident;  
THIS MUST BE VERIFIED BY A **MEDICAL CERTIFICATE** and the school must be informed by 9:30 am (eg phone call) on the day the work is due, indicating the nature of the problem and the subjects and teachers affected.
2. Emotional Disturbances  
Contact with the school must be made as soon as possible.
3. Misadventure  
Contact with the school must be made as soon as possible.

## REASONS NOT SUITABLE FOR EXTENSIONS

1. Sport, work or social commitments.
2. Pressures of study.
3. When students are absent it is their responsibility to find out what work has been set and to meet the appropriate deadline.

## NOTE:

Once a piece of work is submitted to the teacher and assessed, it cannot be resubmitted to improve its grade. It should be noted that the policy does not permit the reuse of work that has been previously submitted for summative assessment in the same or another subject.

## Work Completion and Achievement

### Policy:

Students at Loxton High School will complete all assigned tasks within negotiated time limits.

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## Rationale:

We aim to foster organisation and self-management skills in all students through the use of a whole school work completion and achievement policy, to ensure each student is assessed fairly and students develop a positive work ethic. It is every student's responsibility to make a genuine attempt to complete assigned tasks, including homework, prior to the deadline. We will provide support for students to complete work on time and assign logical consequences to those who make little or no attempt. For fair assessment to take place, adjustments will be made for students on a differentiated program, and those who qualify for Special Provisions.

## Process:

Refer to flow chart.

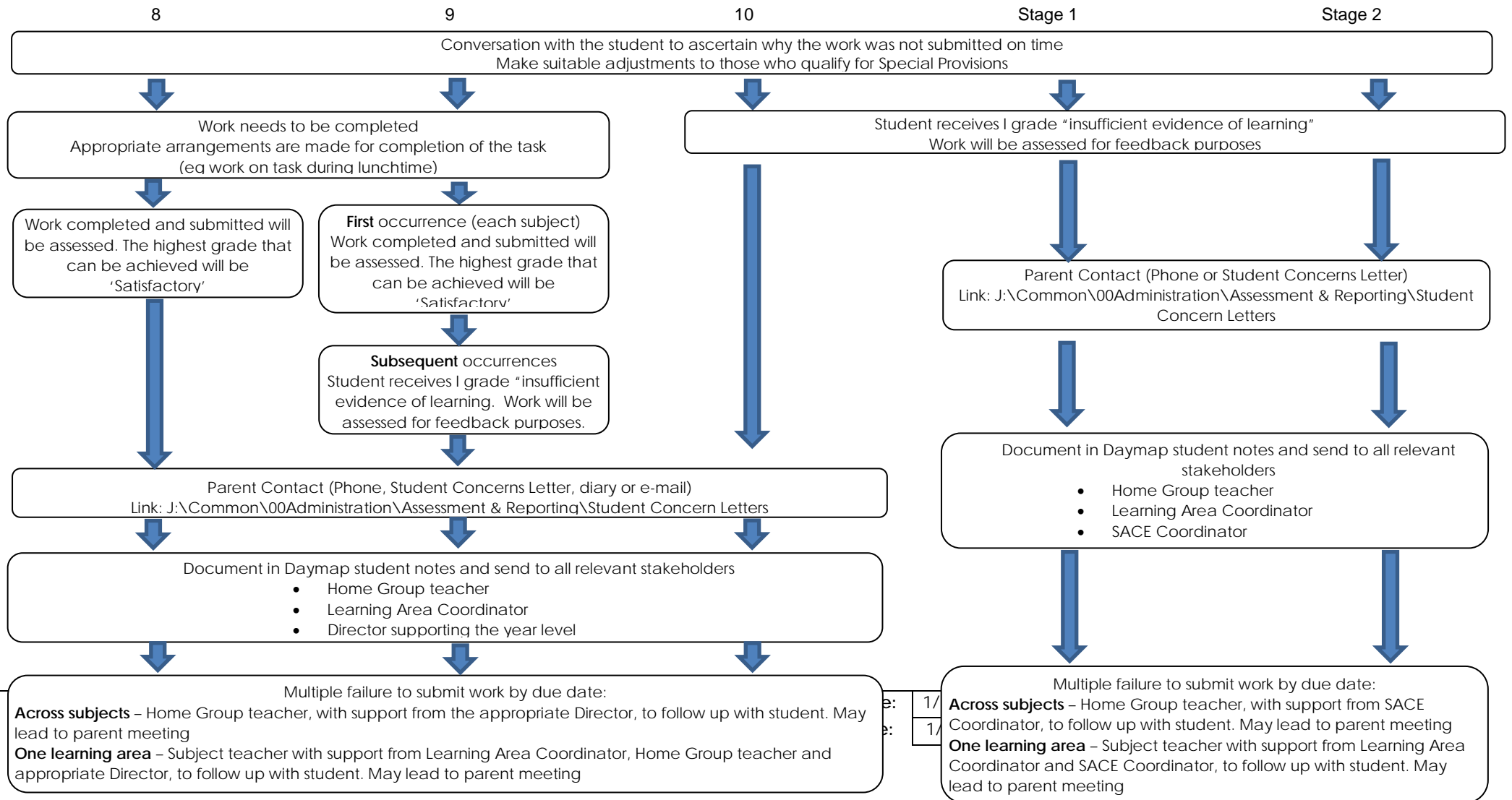
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**Policy:** Students at Loxton High School will complete all assigned tasks within negotiated time limits. **Process** to follow when work is not submitted by the due date:



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