



UNDERDALE HIGH SCHOOL – SUMMATIVE DEADLINES POLICY

Underdale High School expects all students to complete set tasks to the best of their ability and develop skills and attitudes in time management and effective work practices. The following principles underpin this policy:

- Realistic expectations and deadlines are set by teachers and negotiated with students.
- Failure to comply with set deadlines may result in a zero grade.
- All students learn to manage their time effectively and accept responsibility for completing tasks, meeting deadlines and final due dates.
- Wherever appropriate, students are able to negotiate extensions to their deadlines. At year 11 and 12 this is in accordance with the SACE guidelines.
- All students are expected to complete all assessed work and submit for assessment, including drafts for feedback, reflection and improvement.

PROCEDURES

1. It is expected that students will submit work within the set deadlines.
2. Partially completed work should be submitted. An appropriate level of achievement will be recorded in these circumstances and assessed on work completed.
3. Students who wish to seek an extension must negotiate this extension with their teacher as early as possible and not later than the day before the due date and have demonstrated reasonable progress with the set work. Extensions may be granted in the following circumstances:
 - a sickness or injury supported by a medical certificate or a valid note from parents/ caregivers
 - b social/ emotional issues
 - c family crisis at the time of the due date
 - d misadventure (provided sufficient work/ progress is demonstrated to the teacher)
4. After the deadline has passed, work will be accepted and feedback given for student reflection and improvement. Refer to SACE deadline policy on SACE website for further information relevant to Senior School.
5. If a student is absent on the day of the due date for a summative task, it is expected that the work will be either emailed or presented on the day of their return to school.
6. The school has processes to assist students in completing tasks which can be used at the teacher's request.
7. Parents are informed by the subject teacher via letter, phone call or email of work not submitted.

CHEATING AND PLAGIARISM

All cases of cheating and plagiarism of any kind are not tolerated. Any work found to be plagiarised will be excluded from the assessment grade.

Please refer to the SACE website <http://www.saceboard.sa.edu.au> for information related to SACE.