



## **Darling Downs Christian School**

### **Policy: Late and Non-submission of Student Assessment**

The Late and Non-submission of Student Assessment Policy of Darling Downs Christian School is based on the following guidelines and principles:

1. Consistency with the educational philosophy of DDCS;
2. Consistency with QSA policy and practice;
3. Direct and indirect contribution to the learning objectives of DDCS;
4. Implementation that is sustainable over time for both students and staff;
5. Support for continuous improvement through review and revision of policies and procedures;
6. Judgements about learning outcomes to be based on the authenticity and evidence of students' work;
7. Accommodation of diversity, recognising that difference does not equate with inequity.

**Note:** This policy is to be implemented with reference to the Assessment Policy of DDCS ( ).

#### **Procedures for managing late or non-submission of student assessment:**

1. Teachers determine due dates for assessment tasks and circulate this information to both students and the Chair of the Academic Committee at the commencement of the term during which the assignment is due. These dates are to be made accessible to parents so that they can assist their child's preparation of the assignment for submission on or before the due date.
2. Judgements as to the grade to assign to each student's assessment task are to be based on evidence submitted by the student.
3. All assessment tasks must be submitted on or before the due date.
4. Prior to the due date students will be able to submit a draft version of the assessment task for formative feedback from the teacher. Draft versions of each assessment task also have designated due dates. The purpose of teacher feedback is to assist students in learning how to improve their assignment therefore the final version of the assignment should reflect the feedback through improvements to the final version of the assignment submitted by the student.
5. In accordance with the procedures described about a student cannot receive an 'E' grade for failing to submit an assessment item, nor can a process of downgrading the work of a student be applied if assignments are submitted after the due date.
6. Students will be expected to provide evidence of progress toward the completion of assignments thereby ensuring that there is a basis upon which to determine a grade for all assessment tasks.
7. Students who fail to submit an assignment on or before the due date will be required to submit an assignment which is completed during the sports periods in the week that the assignment was due. Where a student fails to submit more than one assignment within a given week will forfeit their sports periods until all overdue assignments have been submitted. Any student missing sports periods for the reasons described in this policy will not be eligible to represent the school on extra-curricular events until the overdue assignments have been submitted.
8. Students who have a valid reason for being unable to submit an assignment by the due date are able to request an extension through the procedures described in the appropriate policy.
9. Students will be deemed to have submitted a valid (ie. assessable) exam paper if they have (i) attended the scheduled exam as required (or an alternative arrangement as determined by an ad hoc meeting of the Academic Committee), and (ii) have written their name on the paper.

**Policy approved by: Academic Committee**

***Policy approval date: August, 2009***

***Policy review date: August, 2012***