1 TITLE

Hallett Cove School Deadlines, Extensions, Special Provisions and Drafting Policy

Revision Record: Document control

<table>
<thead>
<tr>
<th>Chaired by:</th>
<th>Responsible position:</th>
<th>Version:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Hall</td>
<td>Applicable Committee</td>
<td>Version 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee:</th>
<th>Approved by:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Hall, Eleanor Russell, Michelle Phillips, Bronwyn Tucker, Eileen English, Yvonne Ashton, Tim Longstaff, Chris Gregory, Lorraine Hardy, Bronwyn Phillips</td>
<td>HCS staff in March 2018, HCS Governing Council in March 2018</td>
<td>I:\Policy\Deadlines, Extensions, Special Provisions and Drafting Policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person:</th>
<th>Date approved:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Hall</td>
<td>March 2018</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact number:</th>
<th>Next review date:</th>
<th>Security classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8392 1020</td>
<td>October 2018</td>
<td>Unclassified</td>
</tr>
</tbody>
</table>

2 POLICY STATEMENT

Hallett Cove School endeavours to ensure that all students experience success in their studies, and are able to successfully achieve the Australian Curriculum and gain their South Australian Certificate of Education (SACE). The academic demand of secondary schooling is rigorous and students are expected to actively partake in their studies to the best of their abilities, abiding by this policy.

3 PURPOSE

Students at Hallett Cove School are expected to demonstrate the school values of Organisation, Respect, Personal Best, Caring, and Listening. This policy details the rights and responsibilities of students in both the Middle School and Senior School when completing assessment tasks.

It aims to:
- Encourage students to develop time management skills, which will help them be successful at school and beyond in further education, training and/or employment.
- Be fair and equitable to students who meet the assessment deadlines.
- Allow teachers to provide quality feedback to students, while maintaining clear and consistent timelines and expectations.
- Help manage the workload for students and teachers.

4 SCOPE

The Deadlines, Extensions, Special Provisions and Drafting Policy applies to all assessment tasks for both school and external assessment purposes.

5 DEFINITIONS AND ABBREVIATIONS

- HCS, Hallett Cove School
- SACE, South Australian Certificate of Education
6 POLICY DETAILS

6.1 DRAFTING OF ASSESSMENT TASKS

6.1.1 Hallett Cove School recognises the importance that drafting of student work has on the learning process, however, we take the responsibility of providing an equitable and fair learning environment for all students seriously, in regards to the number and depth of drafting.

A draft may take the form of:
- A complete copy of the task
- A partial copy of the task
- Evidence of planning
- Other, as specified by teacher

6.1.2 In accordance with SACE guidelines, teachers are:
- Able to draft student work prior to work being submitted for grading
- Able to provide constructive feedback to the student on their work
- Able to offer guidance and advice to the student on their work
- Able to authenticate a student’s work (verify it is their own work)
- Able to advise a student regarding their ability to meet the Assessment Criteria
- Able to advise a student which Assessment Criteria may need more attention
- Able to advise a student regarding subject-specific concerns, including the structure of their work

6.1.3 Teacher feedback is not editing the student’s work, so teachers cannot:
- Extensively proof read and correct the work
- Extensively spell and grammar check the work
- Extensively advise on the fluency or sentence structure of the work
- Provide specific information to be included nor excluded
- Provide an indication of the quality of the work (grade)
- Continue to draft work when it can no longer be verified as the student’s own work

6.1.4 Drafting of work will provide students with the opportunity to improve their level of achievement in specific assessment tasks. Additional drafts (more than one) will be completed at the discretion of the individual subject teacher and in line with SACE requirements.

Where drafts are submitted to the teacher by the draft due date, teachers will return the students’ work with a minimum of three (3) school days before the final copy of the assessment task is due for students to enact feedback.

6.1.5 The Hallett Cove School expectations are consistent, and have been informed by the Redrafting of Assessed Work Policy, Reuse of Assessed Work Policy and the Supervision and Verification of Students’ Work Policy from the SACE Board.
6.2 DEADLINES FOR ASSESSMENT TASKS

6.2.1 Subject teachers are encouraged to issue and publish a semester overview stating approximate due dates for summative and supervised tasks (tests, practicals, etc) at the start of the course. Subject teachers will negotiate with students the due dates for summative and supervised tasks. Once a deadline has been set, students are required to submit a draft and/or final work to the teacher on (or before) the due date.

To assist students in their achievement, teachers will, as a minimum:
- Confirm the due date of a task one week (five school days) prior.
- Inform students of the due date of a supervised task one week (five school days) prior to the due date.
- Return drafts allowing students three school days to enact feedback before the established deadline.

The format of work submitted will be negotiated by the teacher and students which could be a hard or an electronic copy (or both).

6.2.2 Failure to Submit Draft by the Due Date

Students who fail to submit a draft by the due date will be allocated an after school Work Completion session to lower the risk of them not completing their assessment task/s. Their parents/guardians will be notified by the teacher via email, text or telephone conversation at least one day prior to the Work Completion session.

It is expected that the teacher will discuss with the parent/caregiver about an appropriate plan to assist the student to complete work by the final due date.

6.2.3 Failure to Submit Final Work by the Due Date

A student who fails to submit any work by the due date will receive a grade of No Evidence. Although work not submitted by the due date will not be graded; students are able to submit work to receive feedback on the task to improve their overall learning.

If a teacher cannot verify a student’s work, due to not seeing work in progress in class, they will receive a grade of No Evidence.

6.2.4 These Hallett Cove School expectations are consistent, and have been informed by the Assessment Deadlines Policy from the SACE Board.
6.3 DEADLINE EXTENSIONS FOR ASSESSMENT TASKS

6.3.1 A deadline may be extended to students at the discretion of the subject teacher in extenuating circumstances. Grounds for an extension will represent a balance between compassion for an individual student and fairness to the whole group of students involved. This process is for an isolated issue with submitting a task, which is separate from SACE Special Provisions.

Students applying for an extension must negotiate directly with the subject teacher at least two days prior to the original deadline using the extension form, according to the process and requirements below. It is important to note that it is the responsibility of the student to discuss the request for an extension and gain the subject teacher’s approval before an extension will be granted.

All SACE students must provide a medical certificate for missing any supervised tasks or final due dates. See SACE Special Provisions process for ongoing medical or other concerns.

Students may request an extension when:
- Sickness, emotional impairment (anxiety, depression), or injury is supported by a medical certificate, or contact from a parent.
- Circumstances outside of their control prevent submission by the due date, supported by a written note from parent/guardian.
- A family crisis occurs immediately prior to the due date, supported by a written note from parent/guardian.
- Technological difficulties are encountered, provided sufficient evidence of work in progress can be provided.

Note that family holidays are not recognised as a valid reason to request an extension in a SACE subject.

6.3.2 Applications for Extension

All students are to use an Application for Extension form when negotiating an extension with a subject teacher. This form must be handed in with any piece of work submitted after the original due date. These forms are available from the Middle School and Senior School office.

In the case of External Investigations for Stage 2 (Year 12) subjects, an extension may not be able to be granted due to the overarching SACE Board deadlines. Any alterations to these dates must be negotiated through the school’s SACE manager.

6.3.3 These Hallett Cove School expectations are consistent, and have been informed by the Assessment Deadlines Policy from the SACE Board.
6.4 **SACE SPECIAL PROVISIONS**

6.4.1 Special Provisions can be granted to individual SACE students for a range of reasons. The purpose of Special Provisions is to accommodate all students’ needs as effectively as possible, whilst still assessing the same knowledge, skills and standards all other students are assessed against.

Special Provisions can be granted for:
- prolonged illness
- disability
- impairment
- misadventure (i.e. car accident, laptop failing)
- personal circumstances

Special Provisions cannot be granted for:
- unfamiliarity with the English language
- teacher absence or teacher-related difficulties,
- matters that a student could have avoided
- matters of a student’s own choosing (i.e. family holiday).

Any Special Provisions granted for SACE subjects will need to follow the stipulations in the applicable subject outlines and all students will be assessed under comparable conditions and to the same standard.

6.4.2 **Applications for Special Provisions in SACE subjects**

Students are to use an Application for Special Provisions for **School Assessment form** when seeking provisions from the SACE Manager for School Assessment. This form must be filled in as soon as practically possible, and supporting evidence will be required to prove eligibility. Provisions requested relating to school assessment of each subject will be approved internally by the school.

Students are to use an Application for Special Provisions for **External Assessment form** when seeking provisions from the SACE Board for External Assessment (investigations and examinations). This form must be filled in as soon as practically possible, and supporting evidence will be required to prove eligibility. Provisions requested relating to external assessment of each subject are approved externally by the SACE Board and are considered on a case-by-case basis. It is important that these applications are completed with the guidance of the SACE Manager to ensure all required information is included prior to submission. Failure to gain provisions for External Assessment can be appealed through the SACE Board, and the SACE Manager will guide students through this process.

Special Provisions in the Middle School may be negotiated in consultation with both the Year Level Manager and subject teacher using the required form.

6.4.3 The Hallett Cove School expectations are consistent, and have been informed by the Special Provisions in Curriculum and Assessment Policy from the SACE Board.
7 ROLES AND RESPONSIBILITIES

7.1.1 Students are required to take responsibility for their learning through following the school’s vision and values, including following the requirements of this policy.

7.1.2 Parents / caregivers are encouraged to support students and teachers to enable effective learning and assessment, including supporting the requirements of this policy.

7.1.3 Teachers are required to support effective learning and assessment through following the school’s vision and values, including following the requirements of this policy.

7.1.4 School Leadership are required to support effective learning and assessment through monitoring and the consistent application of this policy.

8 GRIEVANCES AND DISPUTE RESOLUTION

Grievance procedure for students and/or parents/caregiver on the outcome of a decision:

1) Speak with the teacher involved by appointment
   a. Contact the school to make a mutually convenient time to meet

   *If this does not resolve your grievance, you may:

2) Speak with the relevant Year Level Manager involved by appointment
   a. Contact the school to make a mutually convenient time to meet

   *If this does not resolve your grievance, you may:

3) Speak with the Head of Middle School (Middle School students) or SACE Leader (Senior School students for SACE subjects) or Head of Senior School (Senior School students for non-SACE subjects)
   a. Contact the school to make a mutually convenient time to meet

9 EVALUATION AND REVIEW

This policy will be reviewed in October 2018 and then biannually to ensure effectiveness.

10 ASSOCIATED DOCUMENTS

The Hallett Cove School forms associated with this document are:

- Application for Extension Form
- Application for Special Provisions Form
- Academic Honesty Policy

The following documents were consulted in the construction of the Hallett Cove School Deadlines, Extensions, Special Provisions and Drafting Policy:

- SACE Assessment Deadlines Policy
- SACE Redrafting of Assessed Work Policy
- SACE Reuse of Assessed Work Policy
- SACE Special Provisions in Curriculum and Assessment Policy
- SACE Supervision and Verification of Students’ Work Policy