Rationale

It is the expectation at Xavier College that all assessment tasks (both in and out of class tasks/tests etc.) will be completed and that they will be completed on the due date.

Meeting deadlines requires organisational skills that many students don’t have. Teachers have the responsibility to work with students and to check with them to ensure that they are managing their workload and developing good organisational skills.

The deadlines policy is in place to ensure

a) That students do complete all assessed work.
b) Students who complete work on time are not disadvantaged by having to wait for others to complete the work before receiving feedback.
c) That there is a reasonable and just process in place to manage situations where a student needs to retrieve the situation because they have failed to meet a deadline.

Years 8 - 10

The expectation is that all students will submit assessment work according to the due date set by the teacher. This applies to both in class and out of class tasks.

In class tasks, tests and examinations are to be completed on the date allocated or, in the case of a student being away on the due date, they are to be sat / submitted the next day the student is at school for that lesson.

Every student is to submit whatever part of any due task is completed on the due date – without exception. Teachers will assess the task and return to students within 2 weeks.

Where the task is submitted incomplete and / or of poor quality, the teacher will notify the student’s House Director – Teaching & Learning and family via the appropriate notifications process.

Any student who achieves less than a C for an assignment will be entitled to retrieve the situation by resubmitting the task within one week of the original due date. The maximum grade a student who is resubmitting will be able to achieve is a C.

The teacher will grade the resubmitted task according to the performance standards and will write the grade it could have achieved on the task sheet but will also clearly write on the task sheet that the grade is a maximum of a C because of lateness.
Years 11 – 12 & PLP

Students studying SACE subjects come under the auspices of the SACE rules. The expectation of the SACE Board (and of the College) is that all students will submit assessment work according to the due date or deadline. This applies to in class and out of class tasks including, tests and examinations.

Extensions will NOT be granted for in class tests or examinations.

In the ordinary course of matters extensions should not be granted – all students are expected to submit work according to the deadline set by the teacher.

1. Any student who is in attendance at school and fails to submit work by the due date will be graded 0 or ‘Not Submitted’ for that task.
2. Any student who is absent from school on the day an assessment task is due for submission or when an in class test is scheduled will be required to provide a Doctor’s certificate to verify their absence. Only students who have such evidence will be permitted to submit work after the initial deadline.
3. Any student who misses an assessment deadline due to absence will submit the task or sit the test/examination on their first date of return to the College.
4. Teachers will return work to students within 2 weeks of the original deadline. No work will be accepted following that date.
5. Any student who fails to submit a task will be required to attend an interview with their parents to discuss their continued enrolment at the College. They will not be permitted to attend school until such time as an arrangement for interview has been made.

Notes:

I. Any student (in any year level) who has a history of failing to meet deadlines will be required to justify their readiness for promotion to the next level during promotions interviews with parents and House Directors.
II. Extensions will NEVER be granted for in class tests or examinations.
III. Any student who owes assessment tasks will not be permitted to represent the College at interschool activities or participate in trips or activities such as the foreign language trip, Ski trip, College Musical etc.
IV. Any Year 11 student who is not maintaining good practice with regard to meeting deadlines will not be permitted to attend the Year 11 College Formal.
V. Any student (Year 11 or 12) who owes assessment tasks at end of Term will be required to attend school at a scheduled time in the holidays to complete the task/s.
VI. Any student in Year 12 who owes assessment tasks at the end of Term 3 will not be permitted to participate in the Year 12 final week celebrations and assembly until such time as all assessment tasks have been submitted satisfactorily.