Birdwood High School

Assessment Submission

Last Modified: **Next Review**:

Purpose

The Birdwood High School (BHS) Assessment Submission statement provides a baseline for clear expectations on equitable modes of assessment across Years 7 through to 12. Our aim is to create a school culture where students understand the purpose of assessment, are empowered to achieve their personal best and be an active participant in their summative task due dates, managing extensions and submission of work.

Operational Procedure

Assessment Due Dates

- Appropriate programs of learning should be developed and uploaded to Daymap for all classes at the start of the year, semester or term.
- Teachers create and upload summative tasks to Daymap with due dates.
- Teachers may choose to negotiate changes to assessment due dates as required, provided that the impact of the change on the term plan and wider curriculum is considered by the teacher, mindful of potential impact on wider learning, wellbeing and other established reporting timelines.
- Upon the setting of a task you may request a draft for this task. If you request a draft this this needs to be set on Daymap with an appropriate amount of time before the final due date. Students are to submit their draft by the draft date. If this does not happen then staff must send the alert message to parents through Daymap to inform them that a draft has not been received.

- Where a student misses a final deadline please discuss this firstly with the students then notify the parent and Advisory teacher that this task has not been submitted through Daymap messaging.
- If you would like to issue an extension to that student you may do so for a period of no longer than a week. This is to ensure that the teacher can complete the marking of the task and so that the student does not have multiple tasks stacking up, which compounds the number of tasks that a student may be required to complete at any one time.
- At the end of that week if the student submits part of the task then you can mark it, if no work is submitted the students should receive a 0 for the task.
- Teachers will publish student grades and feedback no later than 2 weeks after the task completion date.
- The Advisory teacher should discuss with the relevant student in their Advisory group about the non-submission of the task with the aim to getting the students to use available Connected Learning time to ensure that the task is completed and submitted.

Individual Student Extensions

- Students may request an individual extension on summative assessment tasks before the date set on Daymap, as long as an explanation is provided to the teacher for wellbeing/family/medical reasons.
- If an extension is granted the teacher will communicate with the parent/caregiver regarding the extension indicating the new deadline..
- Where a student is unable to complete a task for an acceptable reason, similar to special provisions in the SACE, then this student should not be disadvantaged and their ongoing assessment should be determined without the inclusion of the relevant task. This should be communicated with the parents/caregivers of the student.
- For SACE Assessments, if a summative assessment cannot be completed by the due date because of extenuating circumstances, students are asked to provide a medical certificate or explanation. Teachers will include this to the student's pre-existing Special Provisions or complete a new Special Provisions form for the student and alert the SACE Leader.

Stage 2 Students

- To support our stage 2 students, tasks should be completed within the expected timeline and receive the extra week, however if they still do not complete the task the students can have until the end of the term. If still not complete students will be expected to attend school during the holiday period to complete this task. This will be managed by the Senior School leader. If the work is still not complete after this period the student should be issued with a 0 grade.

Achievement Intervention

- A student who fails a task but has attempted to address all assessment criteria and submits it before the due dates may resubmit or complete an alternative task. The resubmission or alternative task will need to be completed within a set timeframe as negotiated with the subject teacher. Communication with parent/caregiver is made and documented on Daymap.
- Students who miss the due date without explanation, should meet with their teacher to discuss the reason, if there is no suitable explanation students should be given a further week to submit, parents should be notified and a Daymap behaviour record made. If there is still no work submitted the student should receive a 0 grade.
- If a student was to plagiarise a task, including the use of AI, the relevant teacher must notify the student's parent/caregiver and year level manager via a Behaviour record. The student can be given a week to re-submit their new work or receive a 0 grade for the task.

Roles and Responsibilities

Teaching Staff	Advisory Teacher	Year Level Leader	Learning Area Leader	Executive Leadership
• Establish assessment deadlines in Course Outline. • Make assessment due dates available to students and parents/caregivers via Daymap, at the start of the semester. • Publish results on Daymap within 2 weeks. • Follow guidelines above if seeking to amend assessment due dates. • Communicate with parent/caregivers and Advisory Teacher through Daymap regarding the non-submission.	• Monitor student progress across subjects • Create opportunities for supervised study during Connected Learning • Communicate with subject teachers around extenuating personal circumstances for students. • Support students who have been granted individual extensions.	• Follow-up on students who are flagged as 'at-risk' for multiple subjects. • Monitor previously flagged at-risk students throughout heavy assessment periods. • Communicate with parents for students who have failed multiple assessments as an intervention process	• Review Course Outlines at the start of the school year or semester. • Support with student discussions around assessment due dates, as necessary. • Support teachers to communicate with parent/caregivers regarding concerns and queries about assessment due dates. • Monitor teachers' workloads/assessment due dates.	• Oversee the implementation of the Assessment Submission Key Process and undertake annual reviews of its implementation. • Provide support for Learning Area leaders around quality assurance of assessment due dates. • Oversee that the assessment due dates are accessible on Daymap. • Oversee the implementation of SACE timeline processes, including External Investigation and Subject withdrawals.