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STAGE TWO WORK COMPLETION POLICY

1. PURPOSE

The purpose of this document is to clearly state the expectations for the submission requirements for assessment tasks.

The completion and submission of tasks by students for assessment and the grading and feedback provided by teachers is a fundamental aspect of the teaching and learning process at Nazareth. Through this process, the students are supported to develop time management and organisational skills in order to complete their work by a due date.

We aim to assist students in developing sound study habits, and we acknowledge that this requires persistence and determination on the students' behalf and we firmly believe that improved learning outcomes will be increased as these skills are developed.

2. PROCEDURES FOR ASSESSMENT

- Students are expected to complete all assessment tasks by the due date and time in each of their subjects.
- Students will be set a clear due date for the completion of all assessment tasks. These deadlines will be realistic and reflect the time teachers anticipate their students will need to complete the work.
- Students may apply for an extension but must meet the terms and conditions.

Steps of the Assessment Procedure

	Teachers will:	Students will:
Assessment Task is distributed in Class	• Negotiate with class, set clear dates and times for all learning checks, First Submission and Final Submission. • Upload Assessment task, dates and times on SEQTA. • Open Marks Book to facilitate submission.	• Record all dates and times. • Begin Assessment task.
Learning Checks	• Work with each student to offer assistance and check progress with verbal discussion and feedback to occur.	• Meet the learning checks and have work completed as set by the teacher.
First Submission	• Give clear direction to students around the submission of the task (e.g. SEQTA or Project). • Indicate an estimated return time of feedback to the students.	• Submit a COMPLETED First Submission to the teacher for Feedback.

	Teachers will:	Students will:
First Submission Feedback	• Provide detailed feedback on the assessment criteria to the student. • May follow up with a verbal explanation if required.	• Read the feedback that the teacher has provided, seek clarification if required and apply the editing necessary based on the feedback.
Final Submission	• Give clear direction to students around the submission of the task (e.g. SEQTA or Project). • Indicate an estimated time for marking and resulting for students.	• Submit the Final Submission by due date and time.
Final Submission Resulted	• Enter results and release on SEQTA with a comment provided for the student.	• Check results, read comment and seek clarification if required.

Non-Submission of Work

- It is the student's responsibility to complete and submit all work by the due date and time.
- The student should submit the Assessment Task via SEQTA (or by appropriate means, e.g. Project based tasks) by 5:00pm on the date outlined by the teacher when the task was set.
- In the event of absence, the student is responsible for still submitting the work on SEQTA by the due date.
- Technology problems (such as laptop not working or inability to print work) will not be considered exceptional circumstances.
- Students who do not submit a task and therefore are not up to date with their learning will have their FLEX removed (will be required to attend supervised study) and may be excluded from attending extracurricular activities.

3. WORK COMPLETION PROCESS

Step 1: Learning Checks

Steps for non-submission of work

- Learning Checks are in-class progress checks. These can be conducted by teachers to provide checkpoints to monitor student understanding and progress through the task and to assist with time management and organisation.
- In the case where a student has not met the Learning Check requirement, a *SEQTA Notification is to be* written and sent to the student and parent.
- As a consequence of not meeting the Learning Check, teachers are to follow up with each student and impose classroom-based consequences at their discretion.

Step 2: First Submission

Steps for non-submission of work

- In the case where a student has not submitted a *Completed* First Submission by 5:00pm on the due date, a *SEQTA Notification* is sent to the student and parent.

- The student then has a 72-hour window to submit the task, or they will forego the opportunity for drafting feedback.
- As a consequence of not submitting a Completed First Submission, the student will be expected to attend lunchtime study sessions during the 72-hour window or until the work is completed within this time.
- As soon as the student submits the task, they no longer need to attend the study room.

Step 3: Final Submission

Steps for non-submission of work

- In the case where a student has not submitted a Final Submission by 5:00pm on the due date, a *SEQTA Notification* is sent to the student and parent.
- The students then enters the RED 72-hour window.
- As a consequence of not submitting a FINAL Submission, the student will be expected to attend lunchtime study sessions during the 72-hour window or until the work is completed. The students must submit the work within this RED WINDOW.
- After the RED WINDOW has expired, and there has been no submission, then the staff member can use the first submission as evidence of work and grade this piece. If there is no evidence of learning, an N grade will be recorded.
- A SEQTA Notification is sent to the student and parent informing of the NON Submission.
- As a consequence of not submitting a Final Submission, the student will be required to meet with the Year 12 Coordinator to discuss organisation, time management strategies, student progress, attendance, wellbeing and any other areas of concern to assist the student.
- A further consequence is removing the student FLEX for a period of time and students will be expected to attend supervised study periods during this time. Successful completion of all work and demonstration of good use of study time will result in the reinstatement of the student's FLEX.

Non-Attendance

Steps for Non-Submission of Work: Non-attendance on the scheduled day of At School Assessment

- An At School Assessment Task is defined as a performance, test, practical, oral presentation or examination.
- In the case where a student is absent on the day of the scheduled At School Assessment without a medical certificate, significant personal circumstances / misadventure that has not been approved by the 7-12 Leader of Teaching and learning, Year 12 Coordinator or SACE Coordinator, an N grade will be recorded.
- As a consequence of non-attendance, the task will be viewed as not submitted, and the students will enter the RED WINDOW. All further steps will be in conjunction with the above-mentioned process.

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4. PROCEDURES FOR EXTENSION

Extension, Illness, Personal Circumstances and Misadventure

Request for an Assessment Task Extension:

- Due to illness, family circumstances or a wellbeing issue, students may need to seek an extension to complete an Assessment Task.
- Students are encouraged to use the extension form a minimum of 24 hours before the First and Final Submission Due Date.
- Students will be required to collect an extension form from Student Services and complete it.
- Students will also be expected to print and attach a copy of their work at that point (it may not be completed but will provide evidence of progress for the teacher).
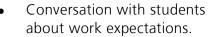
5. SEMESTER 2 YEAR 12 WORK COMLPETION

Step 1: Progress Check

Submission Expectations

- Students will meet all 'in class expectations' around Progress Checks.
- Staff will complete In class checks on student progress and provide feedback on progress.

If Non-Submission

- Conversation with students about work expectations.
- Provide feedback on what is outstanding and what needs to be improved.
- Clear expectations on timelines.

Step 2: First Submission

Submission Expectations

- Students will submit draft by due date.
  - Students will submit work via SEQTA.
  - Students will meet all requirements.
- Staff will provide feedback on assessment task.

If Non-Submission

Student will enter a 72-hour window. During this time:

- Staff will complete a SEQTA notification.
- The student will be expected to attend the Lunchtime STUDY room (up to 3 sessions) where they will be supported to complete the task.
- (if DRAFT submitted within the 72 hours then study room expectations cease).
- If the student does not submit their Draft within the 72 hours they will forfeit the opportunity for feedback.

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Step 3: Final Submission

Submission Expectations

- Staff are to provide clear instructions on how the final submission will be submitted:
  - Via SEQTA, through Turn it in, etc
- Students will follow the submission instructions and ensure it is uploaded prior to the time and date required.
- Staff will provide students with an estimated timeline for resulting and comments.

If Non-Submission

Student will enter the RED 72-hour window. During this time:

- Staff will complete a SEQTA notification.
- The student will be expected to attend the STUDY room (up to 3 sessions) where they will be supported to complete the task.
- If the FINAL TASK is submitted within the 72 hours then study room expectations cease and task will be accepted.
- If the student does not submit their Final Task within the 72 hours they will receive a mark based on their draft work submitted or will receive a Not Complete.
- The student will be required to meet with the Year 12 Coordinator. The student will lose their FLEX privileges for a period of time.

6. RESPONSIBILITY FOR IMPLEMENTATION, MONITORING AND CONTINUAL IMPROVEMENT

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

- Principal
- R-12 Deputy Principal
- Head of Campus and Campus Leadership Team Members
- House Leaders and Year Level Coordinators
- Class and Mentor Group Teachers

7. REVISION RECORD

The following roles provide a point of contact for the policy and are responsible for its ongoing review:

Policy Leaders	Head of Campus, Assistant Principal Teaching & Learning
Approval Authority	Nazareth Leadership Team
Review Date	May 2024
Previous Revision Dates	N/A

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