



FOUNTAIN GATE  
SECONDARY COLLEGE

## STUDENT ASSESSMENT: LATE SUBMISSION POLICY (YEARS 7 – 10)

### **Aim:**

- To encourage students to develop good time-management and organisation, and submit assessment tasks on time.
- To ensure that there is consistent assessment practices across the College.
- To ensure all students, staff and parents know the standards for assessment.

### **Rationale:**

This policy has been developed to ensure that there are consistent practices regarding the treatment and assessment of late work across all domains within the College. It also ensures that students learn to submit assessment tasks by the due date and that if a student does hand in work late there is a clear, fair process followed by all teachers.

### **Implementation:**

#### Submission of a written assessment task (Assignment, CAT)

This section refers to an assessment task (CAT, assignment) that is submitted electronically or in hardcopy.

All assessment tasks will have a clear date and time by which they must be submitted. If a student does not submit the assessment item by this date and time, he/she will receive:

- (Year 7 only) a 5% reduction in their original grade
  - (Years 8-10) a 10% reduction in their original grade
- each day for up to 5 days (including weekends and holidays). After the 5<sup>th</sup> day has passed the assessment item will be considered Not Submitted (NS).

If a student submits the assessment task during the late submission period of 1 – 5 days, they will attain a grade according to the assessment rubric (less the deductions as stated above). This is the grade that appears on their report.

An assessment item that is submitted after 5 days will be marked by the teacher and the original grade will be indicated to the student. However, the student's report will indicate an NS for this assessment item.

Teachers should provide methods for students submit late work electronically (e.g. via email, Compass or Edmodo) as all days in a week are taken into consideration for late submission, including weekends.

If a student has an approved absence from school for a prolonged period then he/she will receive a Not Applicable (N/A) grade for the assessment item, and will not be required to submit it (see 'Assessment & Reporting Policy' for further details).

Assessment rubrics will reflect the consequences for late submission (refer to Appendix 1.1 for an example).

### Completion of a test or exam

If a student is absent from a test or exam due to an **approved absence**, their teacher will organise for them to complete the text or exam at a later date. The student will not be penalised or have their grade reduced.

If a student is absent from a test or exam (including tests and exams which have been rescheduled due to prior absences) due to an **unapproved absence**, the sub-school will determine whether the student:

- receives another opportunity to complete the test/exam, or
- receives an 'NS' for that task.

### Completion of an Oral Presentation and/or Performance

#### **Solo:**

If a student is away on the day of an oral presentation and/or performance they must have an '**approved**' absence. On their next day back at school a student should organise an agreed time with their teacher to complete the task. Their score for the task will not be reduced.

If a student refuses to complete an oral and/or performance on the day it is due, they will receive an 'NS' and a comment will be made on their report to reflect this.

If a student has an **unapproved absence** on the day of an oral presentation or performance, the sub-school will determine whether the student:

- receives another opportunity to complete the test/exam, or
- receives an 'NS' for that task.

#### **Group:**

If a student is absent for a group oral presentation and/or performance due to an **approved absence**, the teacher will EITHER:

- Arrange for the students to complete the presentation/performance on the due date without the absent student. The absent student will be given an opportunity to complete their part of the presentation/performance when they return to school. Their mark will not be affected.
- OR
- Arrange another day/time for the group to complete the presentation/performance.

If a student is absent for a group oral presentation or performance due to an **unapproved absence**, the absent student will receive an 'NS'. A comment will be made on their report about their absence, and they will be assessed on their skills demonstrated in class for their AusVELS progression point(s). The other students in the group will complete the performance/presentation and their results will not be affected.

If a **student refuses** to contribute to an oral presentation and/or performance when required, they will receive an 'NS' and a comment will be made on their report to reflect this. If one member of a group refuses to complete a presentation/performance, the other members of the group will complete the performance/presentation and their results will not be affected.

### Practical work presented on a set day

'Practical Work' refers to assessment tasks where students are assessed on their ability to complete an activity or demonstrate a skill.

#### **Solo:**

- If a student is away on the day they have a practical assessment they must have a 'school approved' absence. On their next day back at school a student should organise an agreed time with their teacher to complete the task if possible. Marks will not be deducted.
- If a student is absent on the day of practical assessment and the assessment cannot be repeated on a different day, the student will receive an 'NA' if their absence was 'school approved' or an 'NS' if it is 'unapproved'. A comment will be made on the student's report about their absence and they will be assessed on their skills demonstrated in class for their AusVELs progression point.
- If a student is unable to complete a practical assessment due to a medical condition or injury, they will receive an 'NA'. Documentation may be required for verification of the medical condition or injury.
- If the practical assessment can be completed on a different day and the student did not have a 'school approved' absence they will lose (5% Year 7 Only) 10% of their mark every school day until the practical assessment is completed.
- If a student refuses to complete practical work on the day it is required they will receive an 'NS' and a comment will be made on their report to reflect this.

#### **Group:**

If a student is absent for a group practical assessment due to an **approved absence**, the teacher will EITHER:

- Arrange for the students to complete the assessment on the due date without the absent student. The absent student will be given an opportunity to complete their part of the practical assessment when they return to school. Their mark will not be affected.
- OR
- Arrange another day/time for the group to complete the assessment.

If a student is absent for a group practical assessment or performance due to an unapproved absence, the absent student will receive an 'NS'. A comment will be made on their report about their absence, and they will be assessed on their skills demonstrated in class for their AusVELS progression point(s). The other students in the group will complete the assessment and their results will not be affected.

## Folio Work

'Folio work' refers to tangible assessment tasks which cannot be submitted electronically. This includes visual diaries, artworks, constructed objects, etc.

Folio work completed at school and home:

- If a student is away on the day that a piece of folio work is due they must have a 'school approved' absence.
- If a student has an 'unapproved' absence they will lose (5% Year 7 Only) 10% of their mark every day they are late (including weekends and holidays) until the folio has been handed in.
- If a student fails to submit the folio work, however has shown clear evidence of work being completed (the teacher has seen it and given an interim mark), they may be given a mark by the teacher.
- If the folio work gets broken or damaged by no fault of the student, the teacher can give the student a mark based on the work that was seen before the damage occurred.

Folio work completed only at school:

- If a student has not completed the work in the time given in class and they are at school, they are expected to submit the incomplete work. This work will be assessed 'as is'.
- If a student is absent and their work is in the room it will be collected by the teacher for marking. If it is incomplete it will be marked 'as is'.
- If folio work is broken or damaged by no fault of the student, the teacher can give the student a mark based on the work that was seen before the damage occurred.

### **Applying for an extension:**

If a student requires an extension of the due date for a task, they must complete the 'Application for Extension' form (available from the sub-school office). This form must be submitted at least 24 hours before the due date. The subject teacher will use their professional judgement and knowledge of the student to decide whether an extension will be granted. If the teacher is unavailable, student managers may approve the application for an extension.

In exceptional circumstances, students may be granted an extension less than 24 hours before the due date. In these cases, students must submit the form to both the sub-school AND teacher for approval.

### **Recording and communicating late submission:**

When a student has not submitted an assessment task on time, the subject teacher will write a 'Work Not Submitted' entry on Compass. This will generate an automatic SMS to the student's parent/guardian. Teachers will make every effort to enter 'Work Not Submitted' on Compass as soon as possible on/after the due date.

### **Steps taken to reduce the occurrence of late submission:**

- Due dates will be clearly communicated to students through a range of methods (e.g. on the assignment sheet, Edmodo/Compass, verbal reminders, etc.).
- Teachers will allow a reasonable amount of time for students to complete task, and will support students to complete the task.

- Students are encouraged to seek support from teachers when necessary, and utilise other school supports such as Homework Club.
- Where possible, teachers will check on students' progress during a task, and provide feedback to ensure the work is ready to be submitted on the due date.

**Evaluation:**

This policy will be reviewed as part of the school's review cycle. Feedback from students, staff and parents will be discussed. Improvements and recommendations will be made accordingly.

This policy was last ratified by School Council on:-

NOVEMBER 2015

# FOUNTAIN GATE SECONDARY COLLEGE

## APPLICATION FOR EXTENSION OF DUE DATE FOR ASSESSMENT TASK

This form must be completed and submitted to the teacher at least 24 hours before the task is due.

Name		Home group	
<b>SECTION A (to be completed by student and parent/guardian)</b>			
Subject		Assignment topic	
Due date of assignment		Extension Date	
Reason extension requested			
Parent's/guardian's signature		Date	
Contact number			
<b>SECTION B (to be completed by teacher)</b>			
Teacher			
<b>COMMENT ON STUDENT'S WORK EFFORT TO DATE ON ASSIGNMENT:</b>			
Extension Granted?		YES/NO	
Teacher's signature		Date	

**NOTE:** If extension is granted, the assignment must be submitted on the adjusted date. Failure to submit will also result in a 'NS' and unsatisfactory completion of subject.

## Rubric Template Years 8 - 10



FOUNTAIN GATE  
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SUBJECT:

TOPIC:

Student Name:					Class:							
	High	Medium			Low			Not Shown				
Criterion 1												
Criterion 2												
Criterion 3												
Criterion 4												
Late Submission Deductions:	<i>Any assessments submitted late will be subject to a penalty deduction of 10% of their final mark per day. E.g. A mark of 30/50 = 60% if the assessment is 1 day late the mark will be 54%, two days late 48% etc. This would result in a two-day late mark dropping from C to E+.</i> <b><i>If the assessment is more than 5 days late, it will not be assessed and the student will receive an N on their report.</i></b>											
	Submitted on time or with valid reason	One day late		Two days late		Three days late		Four days late		Five days late		
Total <b>before</b> deductions:	%	A+	A	B+	B	C+	C	D+	D	E+	E	F
Total <b>after</b> deductions:	%	90+%	80-89%	75-79%	70-74%	65-69%	60-64%	55-59%	50-54%	45-49%	40-44%	<39%
Teacher Comments:												

## EXAMPLE YEAR 10 SCIENCE RUBRIC

	High	Medium	Low	Not Shown (0 Marks)							
<b>Aim</b> 6/6	Contains a descriptive statement about the purpose or reason for the experiment. (6 or 5 marks)	Contains a somewhat vague statement about the purpose or reason for the experiment. (4 or 3 marks)	Statement does not contain a clear purpose or reason for the experiment. (2 or 1 mark)	No aim or partial aim given.							
<b>Hypothesis</b> 2/6	Prediction of results with <b>scientific reasoning</b> . Makes reference to a resource or particular Scientific theory. (6 or 5 marks)	Prediction of results with <b>scientific reasoning</b> . (4 or 3 marks)	<b>Prediction of results. (2 or 1 mark)</b>	No Hypothesis or prediction.							
<b>Materials</b> 3/3	<b>Materials all listed with bullet points. None missing. (3 marks)</b>	All materials written but not listed. (2 marks)	Missing materials. (1 mark)	No materials or missing majority.							
<b>Controls</b> 2/3	All variables to be controlled mentioned with reasons and quantities (where applicable). (3 marks)	<b>Most variables to be controlled mentioned with reasons and quantities (where applicable). (2 marks)</b>	Some variables to be controlled mentioned. (1 mark)	No variables to be controlled mentioned or very few.							
<b>Independent Variable</b> 1/3	Correct independent variable included with correct units. (3 marks)	Correct independent variable included with incorrect units. (2 marks)	<b>Correct independent variable included with no units. (1 mark)</b>	Incorrect independent variable.							
<b>Dependent Variable</b> 1/3	Correct dependent variable included with correct units. (3 marks)	Correct dependent variable included with incorrect units. (2 marks)	<b>Correct dependent variable included with no units. (1 mark)</b>	Incorrect dependent variable.							
<b>Results</b> 9/9	<b>Table with observations/measurements for trials and calculated averages. Must be ruled. Units included where appropriate. Correct use of decimal places/significant figures. All data entered correctly. (9, 8 or 7 marks)</b>	Table with observations/measurements for trials and calculated averages. Must be ruled. Units included where appropriate. May be a few mistakes or data entered incorrectly. Some speed calculations wrong or with no working shown. (6, 5 or 4 marks)	Table missing some observations/measurements for trials and calculated averages. Un-ruled lines. Units missing. Some incorrect data entry. (3, 2, or 1 marks)	Results not in a table or results missing. Completely incorrect data entry.							
<b>Analysis</b> 6/9	Data entered into appropriate graph/chart e.g. line graph to show a linear relationship. Graph has title, points marked with a 'x' line of best fit where appropriate, labeled axis with units. Correct calculation of gradient where required. Graph clearly shows a trend, that indicates the motion of the trolley. Graph is accurate and utilizes the space provided. (9, 8 or 7 marks)	<b>Data entered into appropriate graph/chart e.g. line graph to show a linear relationship. Graph has title, points marked with a 'x' line of best fit where appropriate, labeled axis with units, and axis. No key provided. Not a good visual trend seen. (6, 5 or 4 marks)</b>	Data entered into appropriate graph/chart however spaces are not even or don't go up in equal quantities e.g. 1,2,4,5,10 Graph is missing at least 2 of the following: title, points marked with a 'x' line of best fit where appropriate, labeled axis with units, ruled lines and axis. (3, 2, or 1 marks)	Incorrect type of graph used e.g. bar instead of line. Missing most of labels. Graph sketched, X not used.							
<b>Evaluation</b> 4/6	Identify all parts of the experiment that may have caused error in the results. Includes at least 5 parts of the experiment that should be improved on and suggested ways to improve. (6 or 5 marks)	<b>Identify some parts of the experiment that may have caused error in the results. Includes at least 3 parts of the experiment that should be improved on and suggested ways to improve. (4 or 3 marks)</b>	Identify some parts of the experiment that may have caused error in the results. No improvements suggested. (2 or 1 mark)	No evaluation or incorrect evaluation included. (0 marks)							
<b>Discussion</b> 3/4	All questions answered correctly with full sentences and explanations. Diagram clear and well drawn. (4 marks)	<b>Two or three questions correctly answered. (3 or 2 marks)</b>	One question answer correctly (1 mark)	All answers incorrect.							
<b>Conclusion</b> 9/9	<b>Definition of Scientific phenomena involved. Full 2 paragraphs relating to the aim/purpose of the experiment. Supporting or disproving the hypothesis. Explaining accurately the reasons for the results in Scientific terms (9, 8 or 7 marks)</b>	Full paragraph relating to the aim/purpose of the experiment. Supporting or disproving the hypothesis. Explaining the reasons for the results in Scientific terms with minor errors. (6, 5 or 4 marks)	One to two sentences relating to the aim/purpose of the experiment. Makes short statement such as "My hypothesis was correct". (3, 2, or 1 marks)	Missing valid conclusion. Incomplete conclusion.							
<b>References</b> 0/3	Three or more references cited in correct format	Less than three references cited in correct format	References cited in incorrect format	<b>No References.</b>							
<b>Scientific Literacy</b> 1/3	Correct spelling scientific terminology and grammar shown throughout. (3 marks)										
<b>Late Submission deductions</b> -20 /50%	Any assessments submitted late will be subject to a penalty deduction of 10% of their final mark per day. E.g. A mark of 30/50 = 60% if the assessment is 1 day late the mark will be 54%, two days late 48% etc. This would result in a two day late mark dropping from C to E+. If the assessment is more than 5 days late, it will not be assessed and the student will receive an N on their report.										
	Submitted on time or with valid reason	One day late	<b>Two days late</b>	Three days late	Four days late	Five days late					
<b>Total Before Deductions</b> 70%	A+ = 90+%	A = 80-89%	B+ = 75-79%	B = 70-74%	C+ = 65-69%	C = 60-64%	<b>D+ = 55-59%</b>	D = 50-54%	E+ = 45-49%	E = 40-44%	F = <39%
<b>Total After Deductions</b> 56%											
Teacher Comments: <b>Johnny, because you submitted your assessment task late by two days you have in accordance with the late submission policy lost a total of 10% per day. This equates to 14 marks total (7 per day which is 10% of 70). This has dropped your grade from B to D+.</b>											