

MOAMA ANGLICAN GRAMMAR SCHOOL



EXTENSIONS AND LATE WORK POLICY & PROCEDURES

POLICY TITLE	EXTENSIONS AND LATE WORK POLICY & PROCEDURES
POLICY TYPE	MANAGEMENT
DATE POLICY RATIFIED BY BOARD	6 MARCH 2013
BOARD APPROVAL (SIGNATURE OF BOARD REPRESENTATIVE)	G. DANHER
LEGAL ADVICE SOUGHT	BOS (NSW)
DATE OF POLICY REVIEW	
PERSON RESPONSIBLE FOR POLICY DISSEMINATION	HEAD OF CURRICULUM
PERSON RESPONSIBLE FOR MONITORING AND IMPLEMENTATION	HEAD OF CURRICULUM

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EXTENSIONS AND LATE WORK POLICY & PROCEDURES

STATEMENT OF CONTEXT AND PURPOSE

This policy is designed to outline the steps which need to be taken by students if they find that they need an extension to assessment deadlines. It also outlines expectations in terms of due dates and how late work will be dealt with by teachers.

These policies are outlined in the Curriculum Handbooks and the staff handbook.

EXTENSIONS

Students seeking an extension of time in relation to submission of work must apply to the Head of School ahead of the due date and should be sought as soon as a difficulty arises. Extensions will only be granted if the Head of School is satisfied that there are sufficient grounds for an extension beyond procrastination or disorganisation. **Assessment work handed in by the new due date is not classed as a late submission.**

LATE WORK POLICY

What constitutes late work?

- Work is due on the date detailed in the assessment calendar
- Any work not ready at this time is by definition late
- Due date can be extended for whole class by decision of teacher but never on the day the work is due

Consequences of late work (summative piece of work) for students in Years 7-10:

- Immediate reduction by two grades or 20% (work will be marked to its standard and then reduced by two grades with both grades being shown on the work)
- A letter will be sent home by the Office along with a copy or description of the overdue work. The classroom teacher will also write a note in the student diary or phone home regarding the late work.
- If the work is not submitted within one week from the date the letter is sent, the work is graded U but must still be completed. Students will complete the work in an after school detention. The date of this detention, should it be necessary, will be noted in the letter home.

Consequences of late work (summative piece of work) for students in Years 11-12:

Where a task was not submitted by the due date, but evidence is provided that the failure to submit was due to illness or misadventure, the work will be accepted and graded without penalty on the decision of the Head of Senior School. Students should submit appropriate evidence to the Head of Senior School promptly on their return to school.

Acceptable evidence of illness will be a medical certificate. Evidence of a misadventure will be a letter signed by a parent or guardian outlining the event(s) that prevented submission.

Work submitted late without satisfactory explanation as above will be penalised as follows:

- Immediate reduction to a mark of ZERO (0).
- A warning letter will be sent home from the Head of Senior School along with a copy or description of the overdue work. The classroom teacher may also write a note in the student diary, e-diary or phone home regarding the late work.
- If the work is not submitted within one week from the date the letter is sent, a second warning letter will be sent informing students and parents that the student is at risk of receiving an "N" grade for the subject. Students may be required to complete the work in an after school detention or on the student free day at the beginning of a

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term. The date of this detention, should it be necessary, will be noted in the letter home.

- If the work is still not received a further week after the second warning letter a third letter will be sent home by the Head of Senior School informing the student that they have received an "N" grade for the task.

In the event of a computer malfunction, the student (all year levels):

- Must show evidence of work in progress on their memory stick or printed drafts
- If there is evidence of this, the teacher will negotiate a reasonable time to finish the work and there will be no penalty
- If there is no evidence of this:
 - the late work two grade or 20% penalty applies for students in Years 7-10
 - a mark of ZERO (0) will apply for students in Years 11-12

In the event of a printing malfunction

- Student must supply evidence of the work completed on the computer
- If unable to do so, late work policy applies as above
- If work is complete, teacher negotiates a time when the work can be printed
- Insufficient time to print is not a reason for lateness of submission

Process following late work:

- Classroom Teachers should contact the Head of relevant School with the names of the students who have not handed in their work along with an electronic or hard copy of the late work on the day the work is not handed in.
- A pro forma letter will be sent home, noting the date the work is expected (one week later) AND the date of the detention, should this be required.
- The Classroom Teacher will also write in the student diary or phone.
- If the work is NOT received within the week, the Classroom Teacher should notify the appropriate Head of School so the detention can be organised.

Clarification of the 2 grade deduction is as follows:

- A+ becomes B+
- A becomes B
- B+ becomes C+
- B becomes C
- C+ becomes D+
- C becomes D
- D+ becomes E+
- D becomes E

Principal

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