

Viewbank College

School Work Submission Guidelines

(Nov 2014)

These guidelines are for all students to assist them in their organisational skills especially in terms of punctual submission of school work. School work refers to any set work where a teacher has specified a completion and submission of work date. This includes assignments, assessment tasks, general class exercises and homework.

Student Responsibilities

All students should endeavour to meet the deadlines of work submission according to the dates outlined by their classroom teacher. All work should demonstrate an understanding of the subject matter consistent with the student's ability and be:

- Well presented
- Thorough
- Completed
- Submitted on time

Teacher Responsibilities

Teachers are responsible for ensuring the following is communicated:

1. Deadlines should be made clear, preferably in writing or students asked to record in their student planner.
2. All assessment criteria should be included at the commencement of the task.
3. Teachers need to check who was absent when the work was handed out and ensure students get the work returning back to school – possibly with an extended due date.

Late Submission of Work

Student Responsibilities

If a student is aware that they will not meet the deadline then they should seek an extension of time from their teacher. Students must provide supporting documentation, for example, a medical certificate or note from their parents. If the assessment task is submitted by the negotiated date the work will still be assessed.

A student may request an extension of time on the basis of one of the following:-

- Illness
- Significant hardship
- Physical disability
- Personal environment

- Death of a family member
- Severe Injury

The classroom teacher may ask the relevant Level Leader for advice regarding these issues or to provide further information before a decision is made.

No reasonable explanation for late submission

If there is no reasonable explanation for the late submission of work the student will incur a penalty according to the outline listed below.

1. If a student is absent from school on the day of a deadline because of illness, the task should be submitted on the next school day. If there is no class in the subject in question, it is the student's responsibility to seek out the teacher. No penalties will apply.
2. In the case of student absence from the class because of other school business (eg excursions, sport, production etc) work should be submitted on the next school day. If there is no class for the subject in question, it is the student's responsibility to seek out the teacher. No penalties will apply.
3. If a student does not meet any of the criteria listed above then penalties will apply according to the scale listed below or at teacher discretion.
4. When a student hands in late work within the timeframe indicated below the student will have written on their corrected work the original grade which will be crossed out and the amended grade due to a penalty.

TIME LATE	PENALTY
1 School Day	5% or equivalent deduction
2 School Days	10% or equivalent deduction
3 School Days	15% or equivalent deduction
4 School Days	20% or equivalent deduction
5 School Days	25% or equivalent deduction

After 5 days the teacher can accept the work for the purpose of assessing against AusVELS. The student will receive a result which equates to 0%.

Teacher Responsibilities regarding students who have not submitted school work on the due date

All teachers are required to contact the student's parents when work has not been submitted by the due date. Teachers will send an email, via COMPASS, home to inform the parents of the late submission. Teachers will also note this on the student's chronicle on COMPASS.

VCE LATE SUBMISSION

This will be enforced according to the Viewbank College VCE Policy document in line with the VCE Administrative handbook.