

Assessment Submission Key Process Statement

Overview

The Whyalla Secondary College (WSC) Assessment Submission Key Process Statement will provide clear and consistent working procedures for equitable assessment practices across the years 7-12 curriculum. Our aim is to promote a school culture of responsibility, accountability, and transparency around assessment. “for, as and of” learning.

Detail

Setting Assessment Due Dates

- [Assessment due dates](#) are established as part of the term plan for each subject, including all formative and summative work, which are submitted to their curriculum leaders by the end of week 2 of each term. The task sheets should be uploaded.
- Teachers document assessment due dates for summative tasks in Daymap.
- The curriculum leaders will use the Daymap calendar to identify and monitor ‘assessment heavy’ periods. Feedback will be provided to relevant teachers for revision/negotiation where this occurs.
- Teachers may choose to amend assessment due dates for specific tasks 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.
 - Every 5 weeks, curriculum leaders will meet to go through and formative and summative.
 - The new timeline is communicated clearly to students, changes are made on the summative task.
 - The Assessment Submission Key Process Statement is applied consistently and equitably for all students on the revised timeline.
 - Students who do not meet the revised assessment due date will be flagged ‘at risk’ via Learner Review snapshot data, which may result in alternate assessment and/or learning interventions by leadership.
- Teachers will publish student results on Daymap no later than 2 weeks after the assessment due date.

Applying for individual extensions

- Students may individually [seek an extension on school-based assessment](#) tasks prior to the due date, as long as an explanation is provided to the teacher for wellbeing/family/medical reasons.
- If a student misses the assessment due date without any prior negotiation/approval, the subject teacher will notify parent/caregivers and document the communication on Daymap. If formative work has been completed (including a draft), that will be used for the grade.
- If a summative assessment task cannot be completed by the due date because of an extenuating circumstance, students may be asked to provide a medical certificate or explanation, as negotiated with the teacher.

Assessment due dates and achievement intervention

- A student who fails a task but has attempted to address all assessment criteria and submits it before the specified due dates may be eligible to resubmit. The resubmission or alternative task will need to be completed within a set timeframe as negotiated with the subject teacher (check with learning area leader).
- Students who do not meet assessment criteria will be phoned by teachers to follow up and book into homework club.
- Teachers who have identified students who are struggling to meet a due date may employ a number of support strategies, which will be documented on Daymap, including:
 - [Homework Club](#) (after school)
 - Lunch time study sessions
 - Make phone calls to parent/caregivers
 - Alternate submission requirements
 - 15 minute lunch time detentions

- Students who are failing to meet their assessment due dates on an ongoing basis will be referred to the leadership team for support as per the [Learner Review Key Process](#).
- For year 11 and 12 students, if a teacher identifies that a student is 'at risk' of failing a summative task prior to the due date, contact will be made with parents/caregivers to notify that the student will be expected to attend study lines until the task is complete. Formative assessment, drafts and Daymap records can be used as indicators.

Role	Responsibilities
Student	<ul style="list-style-type: none"> • Complete all set tasks to a satisfactory standard, in every subject, by the due date. • Be familiar with and adhere to assessment due dates for all subjects. • Check Daymap regularly for planning according to assessment due dates. • Follow guidelines above to seek an extension if necessary.
Parent/Caregiver	<ul style="list-style-type: none"> • Encourage and support students to meet all assessment due dates. • Be aware of all assessment due dates and the school WSC Assessment Submission Key Process Statement. • Monitor any changes regarding assessment due dates. • Provide an explanation for a student's request for an extension. • Check Daymap parent portal.
Teachers	<ul style="list-style-type: none"> • Establish assessment deadlines in Term Plans. • Make assessment due dates available to students and parents/caregivers via Daymap, at the start of the program. • Publish results on Daymap. • Follow guidelines above if seeking to amend assessment due dates. • Communicate with parent/caregivers regarding concerns and queries about assessment due dates, non-submitted tasks and fail grades. • Ensure Daymap is kept up to date with assessment records. • Refer students for intervention, according to the Learner Review Key Process Statement supporting documents.
Curriculum Leaders	<ul style="list-style-type: none"> • Check all assessment due dates for subjects in their curriculum area. • Ensure assessment due dates match Term Plans. • 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. • Actively engage in learning intervention conversations with all staff. • Work with the teacher, student and parent/caregiver for any unforeseen extensions if required. • Monitor teachers' workloads/assessment due dates. • Support teachers with conflicts/disputes around implementing the WSC Assessment Submission Key Process. • 5 week check carried out
ICT Leader	<ul style="list-style-type: none"> • Provide support around Daymap
Deputy Principal	<ul style="list-style-type: none"> • Oversee the implementation of the Assessment Submission Key Process and undertake annual reviews of its implementation. • Provide support for curriculum 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 withdrawal.

Definitions

WSC – Whyalla Secondary College

SACE – South Australian Certificate Education

Supporting Information

[Setting Assessment Due Dates Flowchart](#)

[Applying for an extension Flowchart](#)

[Homework Club](#)