# Government of South Australia LogoSACE Board LogoAssessment Deadlines Policy

The term ‘assessment deadlines’ refers to dates and times set by teachers and schools for the submission, by students, of school and certain external assessments to their teachers/schools.

Schools are responsible for developing and managing an assessment deadlines policy and associated procedures based on the principles and considerations set out below.

Principles

In setting and applying assessment deadlines for school and certain external assessments, teachers/schools should take into account the following principles:

* fairness to all students
* maximising validity
* maximum time for students to provide evidence of their learning
* management of workloads for students
* sufficient advanced notice to students of submission dates
* transparency and clarity of procedures and consequences for not meeting deadlines
* sufficient time for teachers to consider the quality of student learning
* operational manageability for schools
* consideration for exceptional circumstances and/or special provisions.

Considerations for the development of school policies and procedures

* The responsibility for setting and managing assessment deadlines for school and certain external assessments (investigations, products, performances) lies with the teacher/school.
* In those cases where a student is enrolled in subjects in more than one school, the responsibility for setting and managing assessment deadlines in a particular subject lies with the ‘teaching school’ (i.e. the school where the assessment tasks be set and assessed).
* The school’s policy should state whether or not, or on what conditions, student work might be accepted that is not undertaken or presented according to school-set assessment deadlines.
* The school’s policy should state what can be considered as valid reasons for not meeting the assessment deadlines, and the types of strategies that can be put in place so that students can be assessed fairly against the learning requirements of the subject outline.
* Consideration in the school’s policy and procedures could be given to describing:
* variations in the application of deadlines for assessments that are undertaken under direct supervision (e.g. skills and applications tasks, tests, internal examinations), and assessments that are undertaken under indirect supervision (e.g. investigations or products) at particular times and dates set by the teacher/school.
* strategies to assist students to submit materials on time, e.g. setting times/milestones at various stages of the development of the assessment task or assessment type to assist the student to keep on track for tasks that are completed over an extended period of time.
* occasions when an extension of an assessment deadline, or a rescheduling of a task, can be approved for a valid reason. For example, an extension or reschedule may be needed when circumstances arise that result in insufficient time for a student or group of students to undertake or complete the school assessment.
* procedures that outline the conditions under which an extension of time or reschedule of a task for individuals may be granted. Such procedures could be common across all subjects within a school and could include procedures such as:
* a formal process for applying for an extension of time
* rules of eligibility
* special provisions in school assessment
* the maximum period for an extension
* conditions under which the extension will be allowed.
* situations where teachers wish to reschedule an assessment task because the students are not ready to be assessed or due to other circumstances. In such cases the procedures should require that adequate notification is provided to all students in the class or classes to prevent any student in the class or in another class being advantaged or disadvantaged by the change.
* avenues for students and parents to appeal a decision made by the school.

Related policies

This set of policy procedures should be read in conjunction with other complementary policies and procedures, for example:

* Special Provisions in Curriculum and Assessment Policy
* Ethical Conduct of Research Policy and Procedures
* Supervision and Verification of Students’ Work Policy and Procedures
* Assessment and Quality Assurance of Board-Accredited Subjects Policy
* Submission Dates for Stage 2 External Assessment and Moderation Materials Policy