

Submission Dates for Stage 2 External Assessment and Moderation Materials Policy

'Submission dates' are times set by the SACE Board for the submission of materials for external assessment (such as investigations or products), and for the submission of materials for moderation.

Principles

The SACE Board schedules submission dates for external assessment and moderation materials. The schedule takes into account the following principles:

- fairness to students
- maximum time for students to provide evidence of their learning
- avoidance of possible heavy workloads for students
- sufficient advanced notice to students and schools of submission dates
- sufficient time for teachers, markers, and moderators to consider the quality of student learning
- operational manageability for schools and SACE Board.

Policy statement

The SACE Board schedules submission times and dates for student materials for both external assessments and moderation of the school assessment component.

The SACE Board publishes at the beginning of each year the submission times and dates for:

- all student materials that are required for external marking
- the sample of student materials required for each assessment group for moderation.

In those instances when students have not presented their work for marking or moderation by the submission date, the work cannot contribute to the grade for the assessment type or types.

The SACE Board has in place procedures for dealing with exceptional circumstances. Schools can apply for consideration of exceptional circumstances for individual students or an assessment group. Such applications must be requested through the principal of the school, and directed to the Executive Manager, Curriculum and Assessment, for school assessment and external assessment, before the due date for submission of materials.

In those exceptional situations where materials are accepted for moderation or marking after the SACE Board submission date, a fee may apply to conduct the required moderation or marking processes.

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

- Supervision and Verification of Students' Work Policy and Procedures
- SACE Assessment and Quality Assurance of Board-Accredited Subjects
- Assessment Deadlines Policy.