

# **Years 7 – 12 Deadlines, Extensions, Special Provisions and Drafting Policy**



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Hallett Cove School Deadlines, Extensions, Special Provisions and Drafting Policy

## 6 POLICY DETAILS

### 6.1 DRAFTING OF ASSESSMENT TASKS

**6.1.1** Hallett Cove School recognises the importance that drafting of student work has on the learning process, however, we take the responsibility of providing an equitable and fair learning environment for all students seriously, in regards to the number and depth of drafting.

A draft may take the form of:

A complete copy of the task

A partial copy, demonstrating a legitimate attempt at completing the task

Evidence of planning

Other, as specified by teacher

**6.1.2** Teachers of 7-12, in accordance with SACE Guidelines, are:

Able to draft student work **prior to the deadline** for work being submitted for grading

Able to provide constructive feedback to the student on their work prior to the deadline

Able to offer guidance and advice to the student on their work prior to the deadline

Able to advise a student regarding their ability to meet the Assessment Criteria

Able to advise a student which Assessment Criteria may need more attention

Able to advise a student regarding subject-specific concerns, including the structure of their work

**6.1.3** Teacher feedback is *not editing* cannot:





### 6.3 DEADLINE EXTENSIONS FOR ASSESSMENT TASKS

**6.3.1** A deadline may be extended to students at the discretion of the subject teacher in extenuating circumstances (see 6.2.5). Granting an extension will represent a balance between compassion for an individual student and the practicalities of marking timelines and course progression. This process is for an isolated issue with submitting a task, which is separate from SACE Special Provisions.

*Students applying for an extension must negotiate directly with the subject teacher at least two days prior to the original deadline using the extension form, according to the process and requirements below. It is important to note that it is the responsibility of the student to discuss the request for an extension and gain the subject teacher's approval before an extension will be granted.*

**NOTE: All SACE students must provide a medical certificate** for missing supervised tasks or final due dates. See SACE Special Provisions process for ongoing medical or other concerns.

#### 6.3.2 Applications for Extension

All students are to use an *Application for Extension form* wh.9 repe512 repe512 repe512 r62430.4 Ta567.19 0 59.3

## **6.4 SACE SPECIAL PROVISIONS**

**6.4.1** Special Provisions can be granted to individual SACE students for a range of reasons. The purpose of Special Pro

