



ASSESSMENT AND DEADLINE POLICY

Eudunda Area School

Overview

The term 'assessment deadlines' refers to the dates and times set by teachers for the submission of school and certain external assessments by students. In setting and applying these deadlines, teachers consider the following principles:

- Fairness to all students
- Maximising validity
- Providing maximum time for students to demonstrate their learning
- Managing student workloads
- Providing sufficient advance notice of submission dates
- Ensuring transparency and clarity of procedures and consequences for missed deadlines
- Allowing sufficient time for teachers to assess the quality of student learning
- Operational manageability for schools
- Consideration for exceptional circumstances and/or special provisions

Exceptions to this policy will be considered by the school leadership team on a case-by-case basis for extenuating circumstances or for specific learning environments.

Teacher Responsibilities

Teachers have several responsibilities to ensure the effective management of the policy:

- Provide students with an overview of the semester's work, indicating the intended spread of summative assessment items.
- For assessments spread over a long period, establish checkpoints where students can present drafts. Meeting draft deadlines is crucial, as failure to do so may result in the loss of the opportunity for feedback.
- Inform all students of the Deadline Policy at the start of each semester and revisit for each summative assessment.
- Set appropriate deadlines for all summative tasks and adhere to them for all students, unless an extension is negotiated. Deadlines will be communicated by teachers at least two weeks prior via the Daymap Assessment. Extensions can be granted to the whole class if necessary.
- Provide resources for learning via Daymap (includes assessment task sheets, scaffolds, exemplars where appropriate).
- Ensure the personal needs and skill levels of a student are taken into account when deadlines are set and scaffold the necessary organisational and research skills so that students are able to meet deadlines.
- Give due consideration to, and approval of, extension requests when justified by extenuating circumstances and written requests are made with explanation and endorsed by the parent/caregiver.
- Record requests via Daymap Extension portal to ensure patterns can be monitored and concerns addressed.
- Communicate with parents/caregivers where deadlines are not adhered to and implement the procedure to ensure work is completed to a satisfactory standard.

Student Responsibilities

Students themselves have several responsibilities:

- Ensure they are aware of task requirements and due dates.
- Be proactive in planning their work, seeking support, assistance, and/or guidance throughout the assessment task as required.





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- Catch up on learning missed due to unavoidable absence by communicating with the subject teacher and using learning resources that have been provided and uploaded to Daymap.
- Make the best use of learning time and resources during lessons.
- Students are expected to proofread their own work prior to any submission of drafts and final summative assessments.
- Students requiring an extension for valid reasons (listed below) must submit a formal request via Daymap Extension function at least 2 days prior to the deadline.
- All summative work must be the students' original work, and reference all research, including the use of Generative AI and Ai-Assisted Editing.
- Abide by the Assessment and Deadline Policy and Procedure.

Parent/Caregivers Responsibilities

- Be aware of subject learning expectations and assessment requirements via access to the Daymap Parent portal.
- Check in with their child to support learning progress and encourage their child to strive for improvement.
- Support their child to adhere to the Assessment and Deadline Policy, which will enable greater responsibility, organisation, and accountability for learning goals.
- Support their child to manage time and resources effectively to meet learning expectations.
- Support their child's request for extension only where there are extenuating circumstances so as to not add undue pressure later.
- Communicate with subject teachers in extenuating circumstances where there will be impacts to their child's ability to complete set work and be part of the process of negotiation of extension to deadlines with teachers.
- Support Eudunda Area School when students have not met assessment deadlines.

Accepted Extension Requests

- Extended sickness (medical certificate required)
- Family emergency
- Extenuating circumstances

Unaccepted Extension Requests

- Work Commitments
- Sporting Commitments
- Extra-curricular activities (School sport, excursions, camps etc).
- Tiredness
- Pre-booked/organised activities or events
- Work that cannot be located due to incorrect organisation/saving/permission requests

Breach of Acceptable Practices

A breach will occur when a student has not met a deadline without a pre-approved extension and/or when a student has submitted a summative assessment task which is not to a passing standard as determined by the marking criteria:



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	Consequences for Late Submission
Middle School Years 7-9	<p>Assignments or work not submitted by the final deadline may be awarded a zero (0) or marked as "Not Completed." Work handed in after the deadline, up to 7 days, may be assessed to a maximum mark of 50% (C grade) if assessment criteria has been met. Submissions after 7 days will receive a '0'.</p> <p>Parents/caregivers are to be contacted via email/phone by the subject teacher using the 'failed to meet deadline' template.</p> <p>If this occurs a second time, subject teachers to organise a meeting with the student, parents, assistant principal and student learning leader.</p>
Senior School Years 10-12	<p>Assignments or work not submitted by the final deadline may be awarded a zero (0) or marked as "Not Completed." Work handed in after the deadline may be marked for feedback purposes only.</p> <p>Parents/caregivers are to be contacted via email/phone by the subject teacher using the 'failed to meet deadline' template.</p> <p>If this occurs a second time, subject teachers to organise a meeting with the student, parents, assistant principal and student learning leader.</p>
<p>When a student has been found to submit plagiarised and/or AI-generated work:</p> <ul style="list-style-type: none"> - They will be in breach of acceptable practices and will follow the process laid out above. 	

Plagiarism

Plagiarism is the copying, paraphrasing, or summarising of work without acknowledging sources, presenting it as one's own. With the increasing availability of internet resources and AI tools, understanding what constitutes plagiarism and appropriate use of AI can be challenging for some students.

Appropriate Use of AI in Assessments

AI tools, such as ChatGPT or other content-generation software, can support learning when used responsibly. Acceptable uses of AI include generating ideas, checking grammar, or seeking general information, but students must cite AI-generated content or ideas just as they would other sources. Relying on AI to complete assignments without personal input or critical thinking is not permitted, as this undermines academic integrity and the development of independent learning skills.

Consequences of Plagiarism and Misuse of AI

Cases of plagiarism and misuse of AI are evaluated individually, with consequences tailored to the level of intent and extent of the infraction. If plagiarism or AI misuse is detected, teachers may:



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- **Provide Limited Feedback:** Advise the student that parts of the work are plagiarised or overly reliant on AI, with limited feedback given. The student then has the opportunity to revise the draft, remove any plagiarised or AI-generated material, and resubmit it before the due date.
- **Alternative Assessment Option:** Require the student to complete a different or modified assignment, which may only be eligible for a highest possible grade of C.
- **Reflective Component:** Require the student to submit a reflection on the ethical use of sources and AI in their work, reinforcing the importance of academic integrity.

This policy ensures that assessment deadlines remain fair, transparent, and manageable while promoting responsible and ethical research practices, especially regarding AI.

