

VVSS Submissions Policy

Purpose and Rationale:

The purpose of our Submissions Policy is to ensure fairness and equity for all students while supporting them to develop skills for meeting due dates. This includes time management, organisation, and accountability skills that will support their transition into further study or the workplace.

Every Student Matters:

'Every Student Matters' means that teachers will take into account factors that are beyond a student's control that may reduce the opportunity a student has to complete and submit an assessment before a due date. In these cases, teachers will consider individual situations to ensure every student has a fair chance to succeed.

Definitions

An assessment due date at VVSS is defined as:

- the time when a task is to be completed in class (e.g. a test) or
- the time or day when an assessment task has to be submitted (e.g. an assignment)

Teacher Actions

1. Teachers will set clear due dates on task sheets/Compass, ensuring timeframes are fair, manageable, and considerate of student needs and abilities.
2. For longer tasks, staged checkpoints, evidence collection, and feedback opportunities will support students to manage progress.
3. Extensions may require a parent/caregiver note, though teachers can use discretion, and adjustments will be made where One Plans or Special Provisions apply.
4. Teachers will work with students and parents to apply support strategies for unsubmitted tasks (e.g., Academic Support, Homework Club, as per flow chart), to ensure tasks are submitted.
5. Discretion must be applied consistently to uphold fairness and equity, and for Stage 1 and 2 subjects, SACE Board submissions dates apply—work not submitted may not be marked and SACE Completion Patterns affected accordingly.

Leader Actions

1. Support teachers in the management of students who do not complete set work or consequences during initial new due date.
2. Identify students who persistently do not meet due dates, and implement intervention strategies to support students to improve responsibility of own learning. This is to be incorporated into Case Management processes by Year Level Leaders.
3. Leadership will support staff to ensure consistent interpretation of extensions, consequences, and interventions across Learning Areas.

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Student Actions

1. Students are expected to be proactive in seeking support and guidance during assessment tasks.
2. Extension requests should be made at least one day before the due date, with a parent/caregiver note where possible; teachers may use discretion in special circumstances.
3. Students are responsible for using homework time to complete assessments, meeting due dates, and following the Submissions Policy, including consequences for late submission.
4. Students will complete any consequences associated with non-submission of a task.

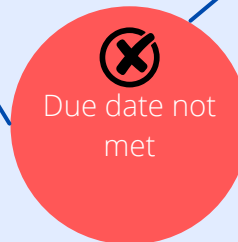
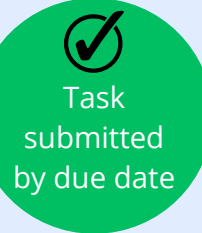
Parent Actions

1. Parents/Caregivers are encouraged to communicate with the school and discuss negotiation of due dates with teachers and/or provide a note explaining why their child could not meet a due date
2. Parents/Caregivers are asked to support their child to meet the Submissions Policy which will enable greater responsibility, organisation and accountability for learning goals.
3. Parents will support their child to complete any consequences associated with non-submission

Implementation Process

Assessment task set by teacher:

- Teacher to ensure due date is clearly documented
- All submitted work, including tasks submitted after the due date, must adhere to academic integrity expectations. Plagiarised work and work completed by others partially or in totality will not be accepted and the task must be started again, as per the VVSS Academic Integrity Policy



STEP 1: Next steps

- Teacher sets new task due date and associated consequences (Academic Support and/ or Homework Club)
- This new due date is communicated in writing to parents and students via Actions in Learning Task or through Chronicle.
- Teacher completes 'Non-submission of Task' Chronicle on Compass and assigns students to relevant Academic Support sessions on Compass.

STEP 2: Task not submitted after second attempt

- Teacher appends 'Non-Submission of Task' Chronicle and sends to Year Level Leader (YLL) and Learning Area Leader through Notification Chain.
- Teacher will assess what evidence has been observed or presented and grade accordingly. If no attempt has been made, students will be issued an E grade.
- For SACE subjects, non-completion may result in a *No Evidence (N)* or *Incomplete (I)* grade and may impact progression.
- Final outcome communicated to parents.

