

SUBMISSION OF WORK POLICY



Help for non-English speakers: If you need help to understand the information in this policy please contact the school on 98398800 / 97363650.

PURPOSE

To outline to our school community Yarra Hills Secondary College's policy requirements relating to submitting work as necessary for assessment purposes. This policy aims to promote appropriate study habits, develop organisational skills and motivate students to achieve their personal best. It also aims to provide teachers with a mechanism, which will ensure consistency during the learning process and to provide parents with timely and accurate information regarding submission of work.

SCOPE

This policy applies to students in all year levels and staff responsible for setting and monitoring homework at Yarra Hills Secondary College.

RATIONALE

The 'Submission of Work Policy' aims to provide a guide to the requirements for the submission of work as necessary for assessment purposes. This policy is also developed to guide students in the orderly, responsible and timely work habits which are an essential element of being a successful student. Based on a commitment to a proactive approach, this policy is also designed to maximise student academic performance and establish clear expectations about work that is to be completed by students.

It is essential that staff are consistent in the application of this policy and in the expectations that we place on our students. It is the responsibility of Yarra Hills Secondary College to communicate clearly to teachers, students and parents the expectations that we have and the consequences should these expectations not be fulfilled.

The Yarra Hills Secondary College 'Submission of Work Policy' will clearly establish the requirements of both staff and students in setting dates for the submission of work, and the consequences for late submission or non-submission of work. For the purposes of this policy, work may be one assessment task that summates the knowledge and skills learnt in a particular unit of work, or may consist of a piece of work which is one of several that together make up an assessment task. Tasks described in this policy may be those completed in class or for homework.

DEFINITIONS

Plagiarism is the act of taking someone's work or ideas and passing them off as one's own.

POLICY

At Yarra Hills Secondary all teachers will:

- Advise students of the due date when setting work (assessment tasks/SACs/SATs)
- Provide assessment criteria when setting work (assessment tasks/SACs/SATs)
- Provide progress checks to assist students with difficulties should an assessment task be given over an extended period of time
- Provide course outlines or year level curriculum maps with the expected timelines for assessment tasks
- Consistently apply the expectations of submission of work procedures
- Promptly assess work and return with appropriate feedback
- Provide notice to students when planned assessments are delayed due to significant interruptions

At Yarra Hills Secondary all students will:

- Complete work to a satisfactory standard to the best of one's ability
- Submit work in by the due date
- Seek advice from the teacher prior to due dates as how to address difficulties (for example, when facing difficulties or in extenuating circumstances where submission deadlines cannot be met)
- Access course outlines or year level curriculum maps to access timelines regarding subject content and assessment tasks. Students are to be aware that some changes to the course outline may occur throughout the semester. In such cases, students will be notified when there is a change of submission date for assessment tasks and, where necessary, Moodle will also be updated to reflect such. Compass may be used to communicate assessment task information for the benefit of students and parents.
- Take all reasonable steps to ensure work is authentic and not plagiarised.

AUTHENTICATION

It is the responsibility of students to ensure their work is authentic to them and not plagiarised in any way. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules. This may include tasks for the assessment of unit outcomes, which may require preliminary preparation and activities associated with the task, for example, the gathering of necessary research data.

PROCEDURES

Stakeholders can use the relevant links to find year level and pathway specific information:

- [Years 7 – 10](#)
- [Years 11 – 12 \(VCE\)](#)

PROCEDURES FOR JUNIOR SCHOOL STUDENTS – YEARS 7-10

The below information provides advice to students about submitting and authenticating work in Years 7-10 and meeting required Victorian Curriculum Achievement Standards.

1. If the student knows in advance that they cannot meet the due date for an assessment task.

- Applications for an extension of time must be negotiated with the teacher, at least 24 hours prior to the due date for submission of work. A note signed by the student's parent/guardian OR an email must accompany the application, which details the reasons for the request of extension. This note and/or email will also be signed by the student's teacher.
- In the case where a student's circumstances are deemed to warrant consideration for an extension of time, the extension will be granted at the discretion of the teacher.
- Once a student has been granted an extension of time, the assessment task must be submitted by an agreed date. This date is to be noted by the teacher, the student and the parent/guardian. No further extensions are to be given (except where extenuating circumstances are deemed appropriate).
- Where a student has been granted an extension for an assessment task, the teacher will assess the task using the appropriate method of assessment, and the outcomes of the assessment will be reflected in the end of semester report.
- Students who are absent from school on the day that an assessment task is due must submit the tasks to the teacher **on the day that they return to school** – directly to the teacher or to the relevant campus office. Such tasks are not to be put into a teacher's pigeonhole or given to another teacher.

2. If an assessment task is not submitted on the due date and without grant of extension.

- Any assessment task that is not submitted by the due date, students will be provided **one** additional opportunity to complete the task, and a new due date will be set.
- This date will be negotiated between the teacher and student but must be within two weeks of the original due date. Parents will be notified and documentation of this is done through the Compass Portal using the 'At Risk' template.
- When the student submits the assessment task by the newly negotiated due date, it will be assessed so as feedback can be provided to students whether the assessment task meets the criteria or not. However the assessment task will not be given a grade. This will be commented on in the report.
- In the case that the student does not submit the assessment task by the newly negotiated due date, staff will contact the parent to discuss what the next step is which will be at the discretion of the teacher. Staff will document this on Compass again using the 'At Risk' template accommodating for the discussion had with parents. Students whose family does not have email, then the 'At Risk' letter will need to be posted.
- **Not submitting the assessment task will result in an 'N' for that piece of work.** Repeated unsatisfactorily completed assessment tasks and/or repeated assessment tasks not submitted may result in an overall N (Not Satisfactory) result for that subject. This may also impact the student's promotion to the next year level (see 'Yarra Hills Secondary College Promotions Policy for procedure').

3. If the work submitted is not satisfactorily completed.

- Should the work submitted on the due date not satisfactorily fulfil the learning requirements established under the assessment criteria, it is at the discretion of the teacher whether the student will have the opportunity to resubmit this work to a satisfactory level. This will be commented on in the end of semester report. Prior to the end of semester report, teachers will assess as to whether a student is likely to satisfactorily pass the subject and will notify parents if this is not the case.
- Should it be necessary, arrangements may be made for the student to meet the requirements of the task outside of class time, for the purposes of satisfactorily completing the unit.

1. Determining Victorian Curriculum Progression Levels (Years 7-10)

- Staff will use a combination of summative assessment (CATs), in addition to work completed in task to determine Victorian Curriculum Progression, where the teacher can validate the authenticity of the student work.
- Staff may use alternative learning tasks and formative assessment to determine Victorian Curriculum progression levels when CATs have not been submitted.
- The level of feedback provided to a student may differ when a student submits work late without grant of an extension (i.e. after the one additional opportunity).

PROCEDURES FOR SENIOR SCHOOL STUDENTS – YEARS 11-12

The below information provides advice to students about:

- submitting and authenticating work in Years 11-12, and;
- meeting required outcomes as outlined by the Victorian Curriculum and Assessment Authority

1. Meeting course requirements at VCE

Students and parents need to understand the requirements of achieving a satisfactory (S) result in VCE. Students who undertake any VCE study are bound by the rules and regulations as set out by the Victorian Curriculum and Assessment Authority (VCAA). Teachers develop and publish courses that include appropriate learning activities to enable students to demonstrate achievement of outcomes. Undue assistance should not be provided to students while undertaking assessment tasks. Dates and times of assessment are specified by the teacher and accepted as VCAA policy.

1.1 Satisfactory completion of units

All units (1-4) require students to demonstrate the achievement of ALL outcomes for that unit. Students demonstrate this achievement in coursework assessments – SACs (School-Assessed Coursework) and SATs (School-Assessed Tasks) as designated by the subject teacher. All assessments must be completed to a satisfactory standard. Students will be asked to repeat work that is not satisfactory, however, students cannot re-submit work to achieve a higher score.

1.2 Non Satisfactory (N-grade) or J-grade for VCE

A student receives an N-grade for the unit when work does not demonstrate achievement of the outcomes

- A student fails to meet school deadlines, as listed in subsection 1.5 (Non-Submission of School-Assessed Coursework or School-Assessed Task)
- Work cannot be authenticated
- There has been a substantial breach of rules

A student receives a J-grade when they have not officially withdrawn by signing a Student Exit from. This grade should only be given in consultation with the Head of Senior School and the VASS administrator, and not set by the teacher alone.

Failure to submit all work associated with an outcome could result in an N being awarded for that unit. In the case of Unit 3 and 4 studies, an N for either Unit 3 or 4 means a study score will not be calculated for that subject, which could have serious ramifications for the calculation of an ATAR. The VCE requires the successful completion of 16 units; not completing a minimum of 8 units in Year 11 Studies, or a failure to meet 16 units by the end of Year 12, will result in the student requiring to complete a 3-year VCE program in order to receive their VCE.

1.3 Submission of School-Assessed Coursework and School-Assessed Tasks

For most assessment items, unless otherwise specified by the teacher and/or study design, assessment tasks are completed under test conditions with supervision from the classroom teacher. Where work is completed outside of the classroom, or over an extended period of time, students may need to submit work. For the process of authentication, this will be in hand-written form, unless specified by the teacher. *It is the responsibility of the student to be able to demonstrate that the work is their own.* Should work not be submitted on the due date, please refer to section 1.5 if the SAC/SAT is not submitted on the due date.

1.4 Non-Submission of School-Assessed Coursework or School-Assessed Task – Approved Absence

In the case a student is absent from school for any part of a day on which work is due, or to be completed in class, the student is required to produce evidence of reason for absence. Evidence must be in the form of a medical certificate (a note from a parent/guardian is not acceptable). Upon receipt of the medical certificate, the student will be provided with the opportunity to negotiate a new due date/time to complete the work required. Under such circumstance, the student will receive an assessment of the work which will be reflected in the report/and entered into VASS. In the case that a medical certificate is not produced, the assessment procedure for a student not submitting work by a due date (section 1.4) shall be followed.

1.5 Non-Submission of School-Assessed Coursework or School-Assessed Task – Unapproved Absence

If, on the day on which an outcome/assessment task is due and a student does not submit the work required, the teacher will need to send an 'At Risk' letter home, either through Compass or mail, which includes the student's name, the work due, the new due date for submission of work (not more than one week from student's return) and the teacher's name. The work is then to be completed by the student in the same conditions as other students and submitted to the teacher on or before the new due date. Should the work completed be satisfactory, it will receive a '0' (zero) score at Year 11, or a 'NA' score at Year 12, however the outcome will receive an 'S' (Satisfactory). Please note that in line with VCAA guidelines, no extension of time will be given for SACs or SATs due to technological mishaps.

1.6 Work completed to unsatisfactory standard

Should the work submitted on the due date not meet the criteria for satisfactory completion, it may be resubmitted/re-sat. The student will be granted up to one week for this to be re-submitted or re-sat. The teacher will send home an 'At Risk' letter, either through Compass or mail, outlining the resubmission/re-sit date and the reasons why this is occurring. The reported assessment (score) for the task however will be based on the original mark. This will provide the student the opportunity to resubmit/re-sit the task in order to achieve an S for the outcome only.

Teachers are encouraged to use a range of additional methods, for example, verbal conversations, to allow students to demonstrate the knowledge and skills required in the outcome.

1.7 Non-Submission of School-Assessed Coursework or School-Assessed Task after additional opportunities

In the case a student does not submit the SAC/SAT by the end of the Unit, the student is awarded an N result for the outcome, and therefore an N for that particular Unit (as listed in section 1.2). For Year 11 students, this will be reflected on the end of semester report as a '0' (zero) grade, and an N for the outcome associated with the SAC/SAT. In extenuating circumstances, students *can* demonstrate they have met the outcomes of the unit through completion of coursework however, and in some cases may attain an S at the discretion of the teacher in consultation with the Head of Senior School. This may be based upon observation of knowledge and skills demonstrated by the student which directly meet the outcome of the unit and will only occur under extreme circumstances.

1.8 Submission Difficulties, Extensions and Special Provision

Under exceptional circumstances, students can request an extension from their teacher for a SAC/SAT. A student who has a genuine reason for not submitting an outcome task on time must apply for an extension at least 24 hours before the due date. This will need to be submitted in

writing, and be accompanied by a parent/guardian signature. The extension of work will be at the teacher's discretion based on the circumstances presented, and must not give the student an undue advantage. This should be done in consultation with the Year Level Coordinator or Head of Senior School.

Due to their usually lengthy nature, extensions are only available for SATs under quite exceptional circumstances, and are granted via the same process.

Students can apply for Special Provision on the grounds of either illness or cases of extreme hardship. Appropriate documentation must accompany the Application for Special Provision either from a medical practitioner or other health professionals. A parent or guardian's note will not be sufficient. Student's will need to see their Head of Senior School/Year Level Coordinator in order to discuss this. This should be completed together with an application or Special Examinations arrangements at the start of the Academic Year.

If work cannot be submitted by the due date, or a student cannot attend school on the day of a scheduled SAC/SAT, due to sudden extenuating circumstances (e.g. sudden illness), a parent or guardian should phone the student office as early as possible on that day. Appropriate documentation evidence must be provided in order for the student to receive an assessed mark on the work upon return to school.

2. Breaches of School Based Assessment

2.1 Possible Breaches

Breaches to school-based assessment may occur when a student:

- plagiarises work; all work must be of their own, or acknowledge the work of others
- receives undue assistance from another person
- submits the same piece of work for assessment in more than one study
- circulates or publishes work that is being submitted for assessment in a study in the academic year of enrolment
- knowingly assists another student in a breach of rules
- fails to observe the rules listed above for the conduct of internal and externally based assessments, unless otherwise stated by the teacher of the cover page of the SAC.
- accesses resources not permitted for a given assessment. Students should refer to the VCE Exams Navigator for detailed rules relating to SACs completed under Test Conditions.

2.2 Investigation of Breaches

In the event a breach (or allegation of breach) of School Based Assessment has occurred, the teacher (or the witness to the breach) is required to submit evidence to the Head of Senior School.

Allegations should be handled sensitively and must be kept confidential. The Head of Senior school will be responsible for this process. Students may also be asked to:

- Provide evidence of the development of work
- Discuss the content of the work
- Complete, under supervision, a supplementary task related to the original task

2.3 Consequences of Breaches of School Bases Assessment

In the event of a confirmation of the breach, the following actions may be taken by the Head of Senior School (but are not limited to):

- A verbal or written warning
- Detention or suspension

- Refusal to consider the student's work, but giving the student an opportunity to resit for an S-grade only.
- Refusal to consider the part of the work considered to be in breach
- Refusal to accept any part of the work, awarding an N for the outcome

Students have the right to appeal this decision and must be made in writing within 14 days to the Head of Senior School.

2. Meeting course requirements of VET and VCAL

Students who undertake any VET/VCAL study are bound by the rules and regulations as set out by the Victorian Curriculum and Assessment Authority (VCAA).

The policy, which affects students undertaking VET/VCAL studies, is outlined in the VET/VCAL handbook. The expectations regarding the submission of work and the consequences of non-submission are similar, however, the procedures are explained with details as incorporated from VCAA regulations and guidelines.

From 2023, Victoria is moving to a new integrated senior secondary certificate. Students who completed a VCAL pathway will now complete a vocational specialisation stream within the VCE. VCE Submission of Work Policies and Procedures will be implemented during this integration.

SUPPORT FOR STUDENTS AND PARENTS/CARERS

If parents/carers are concerned their child may be at risk of not submitting work, we encourage parents/carers to speak to their child's teacher, Year Level Coordinator or Head of School.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training, and in our staff handbook/policy library
- Available publicly on our school's website
- Referenced and summarised in Junior School and Senior School Handbooks
- Referenced in student diaries
- Reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Discussed at student assemblies and forums
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- VCE and VCA: Administrative Handbook – click [here](#)
- VCE Exams Navigator – click [here](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Consultation	<ul style="list-style-type: none">• The respective Teaching and Learning Teams (including KLA Leaders) were specifically approached to review this policy.• Staff• School Council
Approved by	Principal
Next scheduled review date	May 2025