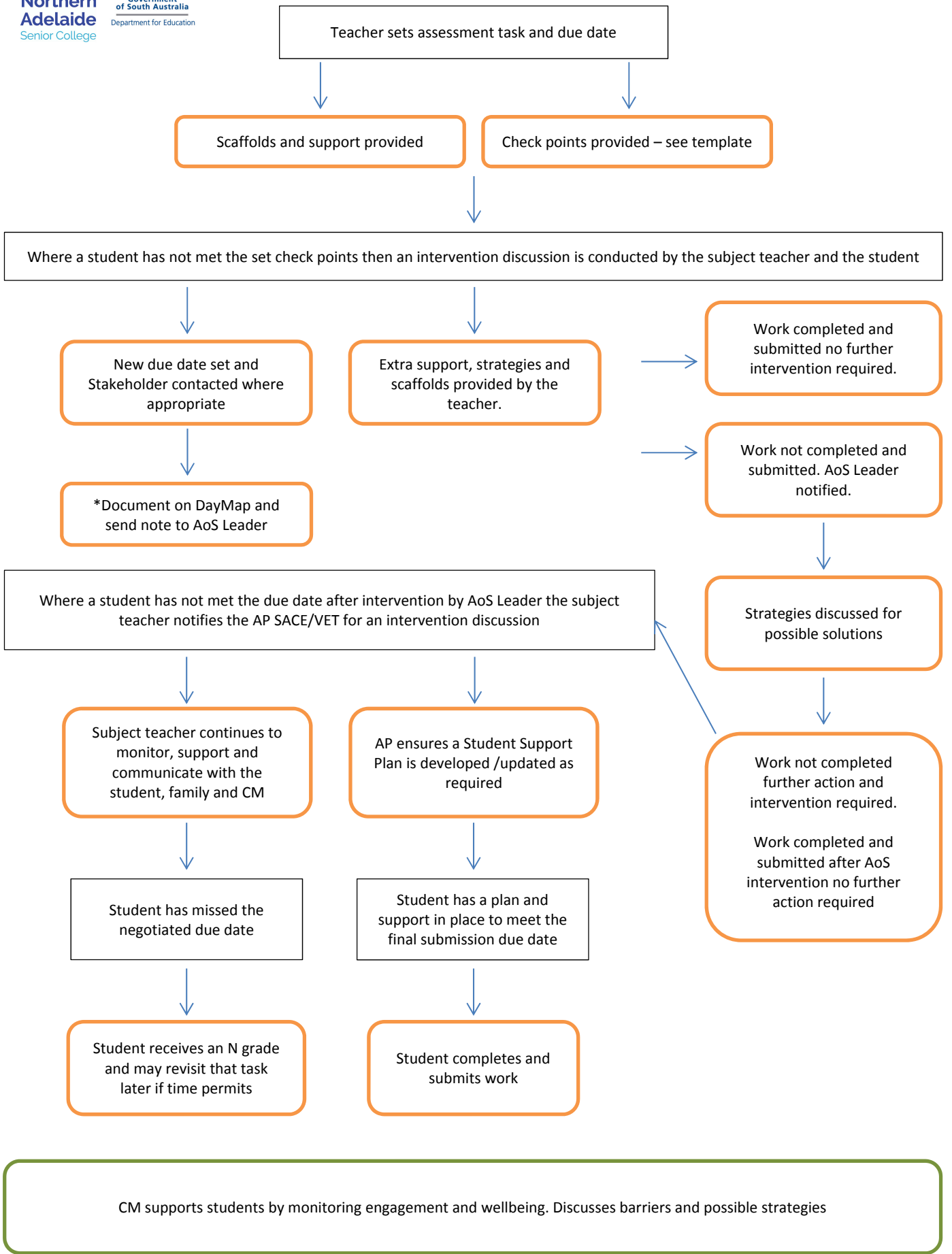


SUBMISSION OF WORK PROCESS AND PROCEDURES



**Appropriate AoS Leader notified depending on individual case*

Assessment Procedures

Principle

Staff assist students to meet the SACE Performance Standards of their subject to promote continual learning.

Staff and students work together to achieve successful outcomes.

Responsibilities:

Student

- Students access Daymap and note task and their due date
- Students submit the completed work before or on the due date.
- When an absence occurs student contacts to negotiate late submission, extension or resitting the test/exam.

Teacher

- Teachers set due dates to support students to manage subject workload.
- Teachers make contact with student and Stakeholders (where appropriate) to discuss intervention strategies and support needed.
- SACE Special Provisions are considered and discussed with AP SACE/VET.
- Teachers offer alternative tasks when necessary by designing assessments that support students to demonstrate their learning.
- Subject outlines, Assessment plans and due dates are submitted to Daymap.

Area of Study Leader

- AoS Leader is notified when students are not meeting due dates to discuss options and resolutions. This may include:
 - Parent and or student meeting
 - Differentiated task
 - Extension
 - Tutoring/ support sessions
 - Offer a different teaching approach or explanation of task
 - Conversions if appropriate

Assistant Principal SACE/VET

- Assistant Principal notified if no progress has been made
- Support teacher with process
- Support student in meeting agreed due dates

Case Manager

- Support engagement and wellbeing aspects