

# Assessment Deadlines Policy and Procedures

## Introduction

This policy outlines The Northern Territory School of Distance Education's policy and procedures in relation to Assessments Deadlines in all courses offered at NTSDE. This policy is aligned with and informed by the SACE Board of South Australia Policy in regards to Assessment Deadlines and Submission Dates Policy Procedure.

## Definitions

Assessment Deadlines refer to dates and times set by the subject teacher at NTSDE for the submission, by students, of school and certain external assessments too their teachers/schools.

## Setting Deadlines

1. All courses at NTSDE have a section called **Subject Information** which is made available to enrolled students within their course Moodle site.
2. The **Subject Information** contains subject timelines which should be followed to allow all formative and summative assessment tasks to be completed.
3. All subject teachers will confirm with each student and their Home/Home School Support Person any adjustment to this schedule within two school weeks of their enrolment.

## Applications for Extensions to Assessment Deadline Schedules

1. There are occasions when, for a valid reason, students may not be able to meet a scheduled assessment deadline.
2. Students are able to negotiate a possible extension up to the date of the deadline with their subject teacher using the **NTSDE Extension Application Form**.
3. If granted the subject teacher will document the agreed extension on the submitted **NTSDE Extension Application Form** which is to be signed by the student and their Home/Home School support person.
4. A copy of the **NTSDE Extension Application Form** should be kept in the student's individual subject folio.

## **Non-Submission of a Summative Assessment Item**

1. If a student does not meet an assessment deadline or negotiated assessment deadline then the summative assessment task will not be assigned a grade.
2. The subject teacher is to complete the **NTSDE Non-Submission of Assessment Task Letter** within one school week of the missed deadline date.
3. Completed forms are to be submitted to the relevant Student Coordinator, who will action the **NTSDE Non-Submission of Assessment Task Letter**.
4. This letter will be forwarded to the Home/Home School Support Person with a copy placed on the student's central file.

## **Notification of Assessment Deadline Process**

### **To Students**

1. All students are to be informed of the process for seeking an extension to an assessment deadline by individual subject teachers prior to their first summative assessment being due.
2. At this time subjects teachers should provide students with an electronic copy of the **NTSDE Extension Application Form** for their information.

### **To Home/Home School Support Persons**

1. NTSDE Student Coordinators will inform all Parents/Guardians/Home Support Persons of this Policy upon a new Dependent/Independent student's enrolment.

### **NTSDE Website Notification**

1. A copy of the *NTSDE Assessment Deadlines Policy and Procedures* will be posted on the NTSDE website / Parents and Students / Guidelines and Policies page

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