



## MACLEOD COLLEGE

A STATE P~12 SCHOOL

# Late Submission of Work Policy

### 1. Scope of Responsibility:

- 1.1 College community (staff, students, parents.)
- 1.2 College Council

### 2. Preamble:

Learning Tasks are included as an integral part of both learning and assessment programs in all subjects. Learning Tasks need to be completed in a timely manner as assessment cannot be undertaken until all tasks have been handed in.

### 3. Purpose:

The purpose of this policy is to ensure that learning tasks are completed in accordance with an identified schedule.

### 4. Implementation

1. All Learning Tasks will be recorded on COMPASS along with their submission date and time
2. If a student does not submit or undertake the Learning Task by the recorded due date and has not obtained an extension of time from their classroom teacher, they will receive a percentage deduction according to the following schedule:
  - Year 7 only: a 5% reduction in their original mark for a late period of up to 5 days
  - Years 8 - 10: a 5% reduction in their original mark each day for up to 5 days including weekends and holidays (total of 25% reduction)
3. If a student is absent on the day that the Learning Task is due or being undertaken then they must provide a medical certificate. The due date is then extended until the day after the medical certificate expires at which time the schedule listed above commences .
4. The Learning Task is handed in later than 5 days after its due date it will be allocated 0%
5. All Learning Tasks will be marked in accordance with the College's assessment policy and the original mark will be indicated to the student however, only the mark which includes the late deduction will be recorded on COMPASS and used for the end of semester summary report (if applicable)
6. If a student has an approved absence from school for a prolonged period then they will receive the following mark for the Learning Task:
  - Not Assessed (NA) – student was absent due to medical reasons
  - Excluded (EXC) – student was absent during the reporting period

### 1. Resources:

Detailed online resources are also available on the Macleod College website under policies.  
<https://www.macleod.vic.edu.au/reports-policies-and-plans>  
The Department of Education and Training (DET) also has extensive resources available.  
<http://www.education.vic.gov.au/default.htm>

### 2. Policy Evaluation:

The effectiveness of this policy will be evaluated using feedback from staff, parents and students. Policy will be evaluated annually and be updated every 3 years

**3. Endorsement Date:**

College Council endorsement: June 2018