



Karcultaby Area School

Deadline Policy: Years 7-12

Karcultaby Area School is committed to ensuring that all students are assessed fairly and consistently. This policy outlines the requirements and procedures for assessment submissions and extensions for students in Years 7–12.

General Principles

- Assessment deadlines are set realistically by teachers.
- All students are expected to value assessment tasks, complete them on time, and manage their responsibilities accordingly.
- KAS has adopted the following SACE Board policy statement for all year levels:
 - The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved.
 - Assignments handed in by the due date should then be graded at face value for summative purposes.

Assessment Deadlines

- Years 7–10: Deadlines are set and managed by subject teachers for school-based curriculum.
- Years 10 (SACE)–12: Assessment deadlines are managed in accordance with the SACE Board of South Australia guidelines.

Extensions

- Extensions may be granted on compassionate or medical grounds, significant wellbeing concerns, or other extenuating circumstances.
- For Years 7–12, short-term absences are generally not grounds for an extension on long-term assignments. Teachers will negotiate as appropriate.
- In all cases, students must negotiate an extension before the due date if they anticipate not meeting a deadline.
- For years 7-10, teachers implement strategies (e.g. lunchtime supervision) for students who do not meet deadlines.
- For years 10(SACE) -12, failure to submit a task by the deadline will result in no grade.
- Stage 1 and 2 summative tasks will normally include draft deadlines at least one week prior to final submission. Failure to submit a draft task, may limit opportunities to improve. Draft breaches may result in parent contact.

Staff Responsibilities

- Set and uphold deadlines and consequences.
- Clearly communicate deadlines and assessment requirements to students.
- Inform parents/caregivers by email if a student does not submit summative work.
- Provide information about missed assignments to students absent when work is set.
- Maintain checkpoints for long-term tasks to ensure authenticity and monitor progress.
- Ensure SACE students are aware of assessment requirements in their Learning and Assessment Plan and notify them of any changes.

Student Responsibilities

- Record all deadlines and manage their time to ensure work is submitted on time.
- If absent when a task is set or due, arrange to collect or submit work appropriately.
- Where deadlines cannot be met, students must negotiate with the subject teacher before the due date.
- Understand for senior school students that tasks not submitted by the deadline without an approved extension will receive no grade as per SACE guidelines.

- For SACE students, apply for extensions as soon as a problem arises and consult the Secondary Coordinator for special provisions if absent for significant periods.

SACE Special Provisions

Special Provisions for SACE Assessments are considered only within the following and must be formally applied for through the SACE Senior Leader or Principal in the following situations:

- Short- and long-term impairment; whether physical (illness or injury) or emotional
- Linguistics limitation in English language proficiency
- Misadventure; when objectives cannot be varied in the school assessment and a student's performance or presentation was affected by an incident clearly beyond the student's control.

If a student provides evidence showing grounds for Special Provisions in Assessment, an alternative assessment task/s may be negotiated between the teacher and student with an appropriate/realistic timeline to ensure a student's overall subject assessment is not unduly jeopardised through not achieving the initial task or deadline.