



## GRANT HIGH SCHOOL

BUILDING FUTURE READY CITIZENS

# Assessment & Submission Policy (Years 7–12)

*Aligned with the Continuous Assessment Policy*

## Purpose

This policy supports consistent expectations for completing and submitting assessment tasks across Years 7–12. It aims to help students develop strong organisational skills, take responsibility for their learning, and become future-ready citizens who can manage deadlines effectively. It ensures teachers, students and families share a clear understanding of processes that uphold fairness, integrity, and continuous learning.

## Teacher Responsibilities

Teachers will:

- Publish all summative assessment details, due dates and submission requirements on Daymap when issuing the task.
- Provide meaningful and timely feedback that helps students improve their work. This may include; written annotations, verbal conferencing, progress checks, formative tasks and checkpoints.
- Provide clear guidance on next steps for improvement.
- Communicate expectations clearly, including task purpose, criteria, and success indicators.
- Support students to manage workload by offering reminders, class time for progress, and opportunities to clarify requirements.
- Review student progress throughout the task period and alert parents when limited evidence is available before the due date.
- Assess and return drafts and final submissions within reasonable timeframes to enable learning progression.
- Apply this policy consistently and with professional judgment.

## Student Responsibilities

Students will:

- Check Daymap regularly and record due dates.
- Work productively during class time and seek assistance when needed.
- Submit work by the published deadline using the required submission method.
- Back up digital work, ensuring they are using their OneDrive to prevent loss or deletion.
- Communicate proactively with teachers if difficulties arise **before** the due date.

## Drafting

Drafting is offered as a valuable learning opportunity, designed to help students refine and improve their work. The way drafting is used may vary across subjects depending on what best supports student progress.

Where drafting is provided:

- Students must meet the draft deadline to receive feedback.
- Teachers will return drafts within reasonable timeframes so students can complete improvements.
- Missing a draft deadline may limit feedback opportunities, but students will still be supported during class time.

This approach reflects the intention of drafting: to enhance learning and support students to produce their best work.

**RESPECT TRUST COMMITMENT**

Issue 4, Issue Date 21<sup>st</sup> January 2026



Government of South Australia  
Department for Education

## Extensions (Years 7–12 — one unified process)

### How students request extensions

- Students must submit all extension requests **through Daymap** using the Extension Request function.
- Requests must be made **at least 3 days before** the due date for planned circumstances (sport, appointments, events).
- For unplanned issues (illness, emergencies), students must submit a Daymap request as soon as possible.
- It is the **student's responsibility**, to request the extension.

### What teachers consider

Extensions may be approved when:

- The circumstances are valid or exceptional.
- The student can provide evidence of progress.
- The revised deadline remains fair for the class and manageable for assessment processes.

Extensions will **not** be approved for:

- Social commitments, part-time work, technology issues, or poor time management
- Situations where the student cannot show meaningful progress

### Extension limits

- Extensions generally do not exceed **5 school days**, unless teacher discretion applies.
- Failing to meet an approved extension deadline will be treated as a non-submission.

## Absences

- Students are responsible for checking Daymap and catching up on any missed learning or requirements.
- If a task can be submitted electronically, students are expected to submit it even if absent.
- For planned absences, timelines must be negotiated **a minimum of 3 days prior**.
- Extended absences may require additional discussion with Community Managers or Leaders.

## Non-Submission

- If a student does not submit a task by the due date (or approved extension):
- If an assessment task is not submitted by the due date, an automated Daymap message will be sent to parents and students advising that the task is overdue and locked. Students then have **48 hours from the original due date to submit the task via Daymap message**. Failure to do so will result in the assessment being recorded as **Not Submitted**. The student receives the following academic outcome:
  - Years 7–10: NS (Non-Submission)
  - Year 11: N (Non-Submission)
  - Year 12: I (Insufficient Evidence)
- The incident is recorded as part of the school's evidence-tracking procedures.
- Repeated non-submission will be escalated to Community Managers and Community Leaders for intervention, support, and planning.

### Alignment With Continuous Assessment

This policy works alongside the school's Continuous Assessment Policy. Teachers will ensure students have sufficient opportunities to demonstrate required evidence across the year, consistent with the expectations of the South Australian Curriculum and SACE requirements. Specific evidence requirements are not listed here to remain adaptable to future policy changes.