



MIDDLE SCHOOL DEADLINES PROCEDURES

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The Middle School deadlines procedures have been designed in order to ensure validity, reliability and equity in the assessment of student work within the Middle School. The procedures are flexible in nature and sensitive to the individual needs of students. The procedures are aimed at assisting students in the development of a positive and consistent work ethic prior to entering the Senior School.

Given the above, the following points outline the Assessment Deadlines Procedures for Middle School students at St Paul's College.

1. Any summative assessment task that extends beyond one day will incorporate a 'Due Date'. **Students must submit the task on the required date and every effort will be made by teachers to assist students in meeting their work requirements.** If the student does not submit the task on the specified date he will have 10% deducted from his mark for each day that the task is late.
2. If the student is absent on the due date he should still endeavour to submit the task to the office or to the teacher via e-mail. If this is not possible the task must be submitted to the front office during morning Pastoral Care the next day. The student must provide the subject teacher with a diary note signed by a parent/caregiver explaining his absence. If no explanation is provided for the absence the student will have 10% deducted from his mark for each day that the task is late.
3. If the student is going to be absent for an extended period of time he must make contact with the teacher to arrange for the task to be dropped to the school. This may be submitted to the office or submitted via e-mail or post. In some cases another task may be negotiated, however this will be at the discretion of the teacher.
4. If the student has been absent for a test or assessed performance it will be left to the discretion of the individual teacher as to whether he is able to complete that task, or another task, at another time. However, students who have been absent for a test or performance will need to provide the subject teacher with a diary note signed by a parent/caregiver explaining his absence. If he fails to do this he will be awarded a score of zero for that assessment item.
5. If the student has a legitimate reason for being unable to meet the deadline set by the teacher they can apply for an extension. Students seeking an extension must complete an 'Extension to Due Date' form and approach the subject teacher at least 24 hours prior the due date. Your Pastoral Care teacher will be able to provide you with a copy of this form. If a legitimate reason is provided a new due date will be negotiated with the teacher.

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