

ASSESSMENT SUBMISSION PROCESS

At Goolwa Secondary College



Responsibilities

Students will...

- Submit required work by all due dates.
- Upload completed work to task on Frog or other submission methods for physical assessment tasks (performances or physical products).
- If required, seek extensions for tasks from their subject teacher one day (Years 7-9) or two days (Years 10-12) prior to the deadline via email (Cc parent in email).
- Request help and support from their teacher prior to a deadline, if required.
- Answer honestly when teachers check-in with your progress on a task.

Parents will...

- Monitor student learning and engagement by regularly checking Frog.
- Discuss, monitor and support their child in their learning. This can be done through:
 - having conversations about their learning
 - attending learning conversations at school
 - checking their progress with assessment tasks
 - contacting the College to discuss any questions or concerns

Teachers will...

- Design assessment tasks allowing all students to demonstrate success.
- Use formative assessment to monitor student progress and differentiate teaching in response to evidence collected.
- Set the due date on Frog for assessment tasks with the due date and time during lesson time.
- Communicate with parents/caregivers if concerned about student progress before the final due date.
- Utilise Catch Up to support students at risk of missing a submission. (If four or more students need to be assigned to Catch Up - a teacher needs to be present.)
- Consider adjustments and accommodations for students on One Plans or intervention programs.

Leaders will...

- Manage Catch Up, supporting students to complete overdue work for checkpoint due dates.
- Support teachers in meetings and conversations with students and parents/caregivers, as required.
- Monitor student achievement and work submission through Frog, GRATA and PowerBI.

Processes

Extending Deadlines

Communicating Request

Student communicates with teacher via email (Cc parents) requesting an extension. This must take place at least two days or more from the due date.

Approved Reasons for an Extension

Extensions to due dates are only granted in exceptional circumstances, including illness, and family reasons.

- For some SACE assessments, a medical certificate will be required.

Test, Exam or Oral-Non-attendance

If a student is away on the day they must provide evidence to the teacher:

- Illness (medical certificate required for SACE or communicate via EMS Community Portal or Student Services for Years 7-10)
- Extenuating family circumstances (parent communication required)

Modified Due Date

If approved, the teacher will adjust the due date for the student on Frog.

Submission Process for summative tasks

Teacher sets due dates for assessment tasks. This includes a checkpoint (to monitor progress) and a final due date.

Student submits required work by due date

Student does not submit or complete task by due date

If checkpoint due date is missed or if the submission is incomplete or insufficient

- Student is issued a Catch Up session to attend (refer to Behaviour Procedures)
- Parent/caregivers are contacted via email/phone and informed about incomplete work and that a Catch Up has been issued.
- Student completes required work during Catch Up.

If a final due date is missed

- Teacher assesses work from checkpoint or other evidence collected through learning cycle.
- If the student received a D, E or N (No Evidence), the parents will be informed of the non-passing grade.
- Parents/caregivers are contacted via email/phone and informed (Cc student in email).

Definitions

Formative Assessment involves teachers collecting evidence from students to check their progress. This helps teachers to decide what students need to learn next, make appropriate adjustments to their teaching program, to monitor student learning, and to provide feedback to students. It also informs students about their learning.
Formative assessment occurs during a learning cycle.

Summative Assessment is to measure what students know, understand and can do against a set of standards being assessed. These standards are the Achievement Standards in the Australian Curriculum and Performance Standards in SACE. Summative assessments are used by teachers to report to students, parents and carers on the progress and achievement of students.
Summative assessment occurs at the end of a learning cycle.

Checkpoints are requirements (such as checklists, drafts, and smaller components of a larger task) for summative work before its final due date. These checkpoint dates occur before a final due date, providing enough time for teachers to check progress, provide feedback and support students as required.