

Assessment Deadlines Policy and Procedures

Introduction

This policy outlines NTSDE policy and procedures in relation to assessment deadlines for General Pathways subjects. This policy aligns with the requirements of the SACE Board assessment deadlines policy.

Setting summative assessment deadlines - due dates

1. All Moodle courses have a section called **Subject Information**.
2. The **Subject Information** contains Assessment Timelines which specify due dates for formative and summative assessments. These timelines should be followed to allow all assessment to be completed in a timely manner.
3. If changes are made by the teacher to the assessment timeline these will be communicated to the student/s and timelines updated accordingly.
4. Special provisions may apply in some circumstances and, in these cases, assessment timelines may be adjusted for individual students.
5. Teachers are to record a grade (A-E, or NS) for each Summative Assessment task in Accelerus within 5 working days of the due date of the task. Grades may be updated if the task is resubmitted at a later date (according to the provisions of this policy) or if alternative assessment has been negotiated.

Extensions to summative assessment due dates

1. There are occasions when, for a valid reason, students may not be able to meet a summative assessment due date. In these circumstances, students may need to negotiate an extension with their teachers. Professional judgement should be used by teachers when considering these requests.
2. If an extension is granted the subject teacher will document the negotiated due date on Accelerus and in the student's file on TON. An email will be sent to the student and their supervisor to confirm the extension.

Non-submission of a summative assessment task

1. If a student fails to submit a summative assessment task then the grade for the task will be recorded as NS (not submitted) in Accelerus.
2. The subject teacher will notify the student's supervisor and parent or guardian of the non-submission of the summative assessment task, by email. The NTSDE student coordinator is to be cc'd into the email to the student's supervisor.
3. A copy of the email is to be stored on TON and a hardcopy to be placed on the student's file.
4. Students should continue on with the subject according to the subject timeline. At a later date, students may be given the opportunity to resubmit or complete an alternative summative assessment task (e.g a test) before final results are due.

5. If a summative assessment task has not been submitted by the time final results are due for the subject, formative assessment and other course work may be used to derive a grade for the summative assessment task.
6. If there is insufficient evidence to derive a grade for the summative assessment task, SACE guidelines for determining a grade for the **assessment type** should be used.

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