



Year 7-10 Work Submission Process

At Norwood International High School, students are accountable for creating and submitting quality evidence of learning that continues to advance their personal best.

Learning Culture

- Students will...**
- engage in learning.
 - strive for personal best.
 - submit quality evidence of learning by checkpoint dates and deadlines.
 - plan a homework schedule.

Subject teachers will...

- assign the Summative Assessment task, including a checkpoint and/or draft date and a final due date.
- review student work at checkpoints to determine if the student is on track to complete work at a satisfactory standard by the final due date.
- provide feedback that moves learners forward.

Student is on track to complete the final Summative Assessment by the due date.

Student is not on track at Checkpoint

Step 1:

- attend the Work Progress sessions until the subject teacher has determined the work to be on track for submission by the due date.

Use professional judgement to implement the following as appropriate:

1. Contact student's family with assessment progress concerns and CC: LAL and LCL.
2. Enrol student into Work Progress session via Daymap to attend on Tuesday and/or Thursday lunch time in S201

Work Progress Session

Step 2:

- send updated work to the subject teacher via Daymap at the end of each Work Progress session.
- be issued an Extended Day/Detention by Work Progress supervisor for non attendance at session.

1. Review student work and confirm student is back on track for work submission by the due date.

Work Progress Supervisors will...

1. Record attendance at Work Progress session and issue an Extended Day, if required.
2. Support students to complete work.
3. Liaise with subject teachers as required.

Student is still not on track for Summative Assessment

Step 3:

Be assigned a non-passing grade due to the following:

1. Work has not been submitted.
2. There is insufficient evidence to meet the assessment criteria.

- assign the appropriate grade for the work submitted.
- communicate with LCL/LAL and parents as required.

LCL/ LAL will...

1. The LCL and/or LAL may liaise with student, subject teacher, and parents to determine next steps in case management.
2. Monitor student learning progress.



Extension Request

In some circumstances, submission of work by the due date is not possible. Below is the process for requesting an extension for work to be submitted after the deadline. In these circumstances, communication between the student and teacher is essential.

Students may request an extension 48 hours prior to the due date for the following reasons:

- serious illness or injury (medical certificate)
- long term absence with a school exemption
- family emergency or crisis
- wellbeing reasons (verified by Wellbeing leader, LCL)
- state or national representation
- Special Provisions (verified by relevant leader)

Extensions will not be granted for:

- work, including paid employment
- extra curricular commitments
- club sport
- other voluntary or social events

**Students
will...**

1. Request an Extension, for valid reasons, via Daymap at least 48 hours before the deadline.
2. Await teacher's response to approve or decline the request.

**Subject
teachers
will...**

1. Receive Extension Request via Daymap.
2. Approve or decline extension. A notification is sent to student and parent/s.
3. If an extension has been granted, discuss with the student the length of extension and whether Work Progress sessions are required.
4. Update Daymap with manual adjustments to the due date.