



Oakleigh Grammar

Policy Document Name	Late Work Policy for Students in Years 6 to 10
Date Ratified by Board of Management	November 2022
Date for Review	November 2025

This policy will apply to all faculties when an assessment task/assignment, which is subject to formal assessment (e.g. summative assessment), has been set.

Staff are expected to:

1. Provide clear instructions in writing regarding the nature of the task, with details of length of task, criteria for assessment and other relevant details.
2. Provide a specific due date in writing. Preferably one week's notice should be given. Where notice has to be shorter than this, the minimum notice is 48 hours.

When work is not submitted by the due date, and prior approval has not been granted:

1. Staff will inform parents by email, student diary entry or phone call, that the student's work is overdue.
2. For MYP subjects (Years 6-10), IB regulations state that students are not to be directly penalised for late submission of work i.e. by deduction of a mark. However, the task still requires completion either by granting an extension or having the student complete it over a lunchtime detention. The subject teacher may negotiate with the student an extension and provide assistance to the student should they need help to complete the summative assessment task.
Should the task not be submitted by the agreed time, the teacher will determine the student's overall subject grade using other available assessment data.
3. For repeat issues the teacher should discuss the situation with the Head of School or Year Level Coordinator.

Notes

1. For all other assessments, work tasks or homework, it is up to the individual subject teacher to manage these requirements and implement appropriate consequences e.g. lunchtime catch up sessions. Parents should be advised.
2. The policy will not apply when authentic reasons for late work have been given.
3. In relation to tests that are missed due to absence, allowance must be made for students to do the rest at the first reasonable opportunity after their return (preferably within one (1) week). If a student is unable to present for a test within the given period, the relevant Head of Faculty should be consulted. A comment must appear in the student's Report.
4. With regard to cheating or plagiarism, where a piece of work is not the student's own then the student will be required to attend to the Middle School or Senior School Panel.
5. There is a separate VCE Late Submission of Work component in the VCE Policy