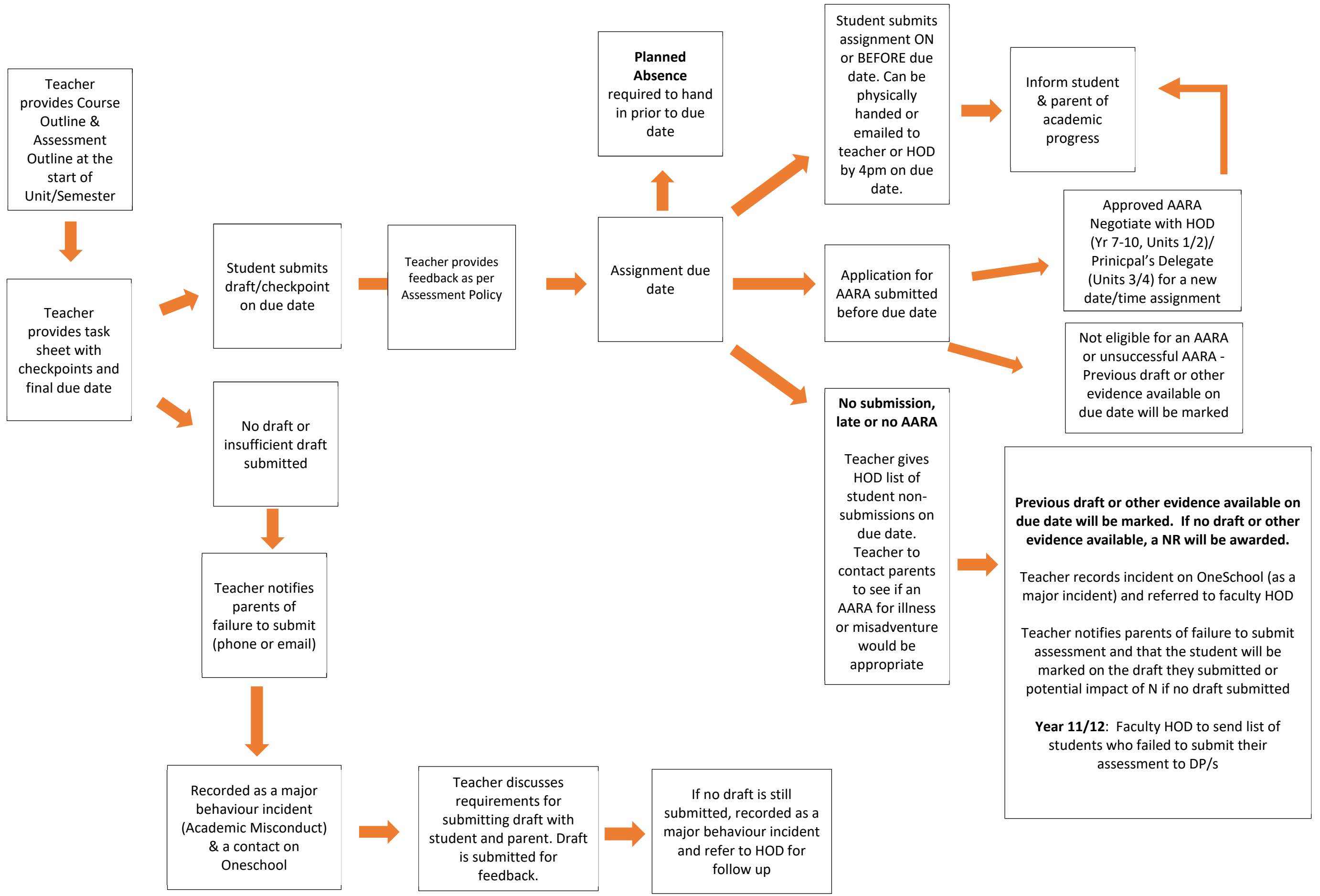


Glenmore SHS - Assignment Flow Chart



Teacher provides Course Outline & Assessment Outline at the start of Unit/Semester

Teacher provides task sheet with checkpoints and final due date

Student submits draft/checkpoint on due date

No draft or insufficient draft submitted

Teacher notifies parents of failure to submit (phone or email)

Recorded as a major behaviour incident (Academic Misconduct) & a contact on Oneschool

Teacher provides feedback as per Assessment Policy

Assignment due date

Planned Absence required to hand in prior to due date

Student submits assignment ON or BEFORE due date. Can be physically handed or emailed to teacher or HOD by 4pm on due date.

Application for AARA submitted before due date

No submission, late or no AARA
Teacher gives HOD list of student non-submissions on due date. Teacher to contact parents to see if an AARA for illness or misadventure would be appropriate

Inform student & parent of academic progress

Approved AARA Negotiate with HOD (Yr 7-10, Units 1/2)/ Principal's Delegate (Units 3/4) for a new date/time assignment

Not eligible for an AARA or unsuccessful AARA - Previous draft or other evidence available on due date will be marked

Previous draft or other evidence available on due date will be marked. If no draft or other evidence available, a NR will be awarded.
Teacher records incident on OneSchool (as a major incident) and referred to faculty HOD
Teacher notifies parents of failure to submit assessment and that the student will be marked on the draft they submitted or potential impact of N if no draft submitted
Year 11/12: Faculty HOD to send list of students who failed to submit their assessment to DP/s

Teacher discusses requirements for submitting draft with student and parent. Draft is submitted for feedback.

If no draft is still submitted, recorded as a major behaviour incident and refer to HOD for follow up