

# Senior School Work Completion Procedures

**STEP 0**  
Learning  
Culture

**STEP 1**  
Extension  
Request

**STEP 2**  
Progress Marker  
Not Met

**STEP 3**  
Final Deadline  
Not Met

**STEP 4**  
Repeated No Grade

<b>Students will...</b>	Engage in learning. Note progress markers. Plan work commitments. Strive for personal best.	Request an extension at least 2-3 days before the deadline via the extension request form. Form sent to teacher and family.	Attend Work Completion Session on Tuesday and Thursday (Line 0). Email work in PDF format to the Sub School Leader(s) and subject teacher.	Attend 1 Day Internal Suspension in the POD to complete the required work. Emailing work as per Step 2. Attend a family conference with the Sub School Leader.	Withdraw from the subject and seek an alternative pathway.
<b>Teachers will...</b>	Design learning that engages students. Set progress markers for longer assignments.	Receive the extension form request. Accept or decline, providing justification. Response Received by student and family. Update Daymap with manual adjustments to the due date.	Student allocated to a Work Completion Session. Coaching conversation <sup>1</sup> regarding missed deadline. Receive work from Student for Progress Marker. Sign off in Work Completion Hub. Be supported by Learner Area Leader.	Have a coaching conversation <sup>1</sup> with students in the POD. At the end of internal suspension provide a final grade for any work received. If no work is received will confirm a <b>No grade (N)</b> for assessment <sup>2</sup> . Email the student and phone the family to confirm the grade.	
<b>Year 11 Mentors will...</b>	Establish and create culture. Support students to plan assessment deadlines.	Coach extension request <sup>1</sup> .	Coaching conversation <sup>1</sup> regarding work completion. Facilitate attendance at work completion sessions.	Coaching conversation <sup>1</sup> regarding work completion.	Attend pathway conference with family, student and Sub School Leader.
<b>Year 12 Mentors will...</b>	Support students to plan to meet required deadlines appropriately.	Coach extension request <sup>1</sup> .	Check Work Completion Hub. Coaching conversation <sup>1</sup> . Facilitate attendance at work completion sessions.	Coaching conversation <sup>1</sup> regarding work completion. Support attendance at the POD to complete work.	Attend pathway conference with family, student and Sub School Leader.
<b>Sub School Leaders will...</b>	Create a culture for students to strive for their personal best the first time, every time. Ensure students understand the Work Completion Procedure.		Facilitate attendance at work completion sessions. Facilitate coaching conversations with students <sup>1</sup> . Receive PDF of student work.	Issue internal suspension via Daymap that notifies student, family and staff. The POD to manage internal suspension documentation. Receive PDF of student work. Support subject teacher with coaching conversation process.	Facilitate family conference re: withdrawal from subject and alternative pathway in collaboration with the relevant portfolio leader (SACE or IB). Complete paperwork.

## <sup>1</sup> COACHING CONVERSATION PROMPTS

- What prevented you from meeting the deadline?
- What is the most important thing you need to do?
- What advice would you give to someone else in this situation?
- Is there anything I can do to help keep you accountable?

## <sup>2</sup> NO GRADE

- As per [SACE Assessment and Reporting Guidelines](#) for Missing or insufficient evidence.
- As per [IB Assessment Principles and Practices – Quality Assessments in a digital age \(2018\)](#) for Atypical response.