**Due Date Policy**

Ceduna Area School expects all students to complete set tasks to the best of their ability and develop skills and attitudes in time management and effective work practices.

The policy is to ensure that all students submitting work will be treated consistently and fairly. This policy is consistent with the SACE Board of South Australia guidelines.

The policy is based on the principles that:

1. Realistic deadlines are set by teachers.
2. All tasks are valued and completed within an appropriate time.
3. All students manage their time effectively and accept responsibility for meeting the deadlines.
4. All students are treated equitably and have timelines to complete work.
5. Clear procedures are established to ensure that all students are treated consistently.

**Procedures:**

Students will submit work to the teacher as a digital copy (Teams or Email) by midnight of the due date.

Work not submitted by the due date receives a zero grade.

Students who receive zero for a task due to non-submission will have their parents/guardians informed.

Partially completed work should still be submitted and will be marked against the performance standards.

If work has been completed but receives a zero due to late submission, the student is still entitled to receive feedback on the work.

If a student is absent from school on the day that the assessment task is due (because of illness or other extenuating circumstances), the work must still be submitted by midnight on that day.

If a student is absent and misses a summative task (test, practical or oral presentation), they must provide a medical certificate stating that “the student was unfit for school” on that day. The students will then complete the task at a negotiated time. Students will score a 0 if no medical certificate is received.

Students who wish to negotiate an extension must do so a minimum 3 days prior to due date and follow the process below:

**Extension Process:**

|  |
| --- |
| You (student) ask the subject teacher for an extension.  |
| If subject teacher agrees, they will provide you with a request for extension application form. |
| Parent/caregiver to complete the top section of form and sign and you **bring it back to the subject teacher.** |
| Subject Teacher takes signed form to the Principal or Principals delegate to discuss and to **either approve or not approve extension.** |
| Subject teacher and Principal or Principals delegate sign and complete form. **If approved**, subject teacher determines new due date with student. |
| Subject teacher provides you with the completed bottom slip on the form with details for a new due date. |

Students and parents/guardians should be aware that extensions are not granted automatically on request.

In the event of exceptional circumstances, a request needs to be made directly to the Principal or Principals delegate by parents/caregivers at the earliest opportunity.

**Cheating and Plagiarism**

* All cases of cheating and plagiarism of any kind will not be tolerated. Any work found to be plagiarised will be excluded from the assessment grade.
* SACE Board guidelines on the use of **generative AI** will be followed.

 **To avoid plagiarism, students should not:**

* share with other students the details of a task done under test conditions.
* submit work that is not entirely their own (re-wording certain parts is still plagiarism)
* copy the work of another student or allow another student to copy their work.
* have someone else do their work (such as a parent or a tutor)
* directly copy from a language translator device and include it into their work as though it were

their own.

* attach their name to any group assignment to which they have contributed significantly less than

other members of the group

* submit an assignment they have already submitted in another subject.
* neglect to correctly reference legitimate sources.

For further information, or for other documents related specifically to the SACE such as the Guidelines to Referencing, please refer to the SACE website http://www.saceboard.sa.edu.au