



Damascus College Late Submission Procedure

2019

Introduction

The Damascus College Late Submission Procedure has been developed in line with the College's move to live reporting through Learning Areas in SIMON. Its purpose is to establish a practice of fair, consistent and transparent treatment of the late submission of Assessment Tasks, and to develop student organisational skills regarding the submission of Assessment Tasks on time.

Impacts

This document applies to:

- All students submitting assessment tasks at Damascus College
- All staff assessing assessment tasks at Damascus College

The Procedure

For individual assessment tasks where there has been **no** prior request for an extension or other notification, students will receive a '0' immediately.

- Teachers will record the late submission on SIMON as part of the feedback process to students and parents via PAM (Parent Access Module).
- The assessment item will still be assessed as normal, however the result will **not** change.
- Feedback must still be provided to the student on any work submitted. This assessment item will be **unscored ('0')** but still deemed satisfactory.
- A Late Submission can still be deemed a 'Satisfactory' result for the overall unit. This is particularly important for Year 10-11 subjects.
- Teacher discretion may be applied due to special circumstances and if an extension is granted this will need to be applied through SIMON/PAM.

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