

Completion of Work Policy

Student Version



Why Do We Have This Policy?

At Launceston College, we expect students to take responsibility for their learning by completing assignments on time and attending scheduled tests. This policy ensures that expectations are clear and that all students have fair access to learning, assessment, and support. It also helps students develop time management skills that are essential for future study and work.

KEY INFORMATION

1. Meeting Deadlines and Test Dates

- Completing work on time is important for fairness and consistency.
- If an assignment is submitted late without an approved extension, all assessed criteria will be impacted according to the college's graded adjustment system.
- If a test or in-class essay is missed, students are expected to communicate with their teacher as soon as possible to discuss options.
- All VET (Vocational Education and Training) students are assessed on a pass/fail basis. Work must be submitted in order to be assessed.

2. What Happens If Work is Submitted Late?

- **Without an approved extension:**
 - A penalty will apply to ALL assessed criteria for the task, based on how many days the work is overdue.
 - The later the submission, the lower the possible rating for each criterion.
 - The exact adjustment follows the college's grading system, ensuring a fair and consistent approach.
- **With an approved extension:**
 - No penalty will apply, as long as the new deadline is met.

3. What Happens If You Miss a Test or In-Class Essay?

- If you cannot attend a test or in-class essay, you are expected to contact your teacher as soon as possible.
- You may be able to negotiate a supervised resit or an equivalent task within a reasonable timeframe.
- If more than a **week** has passed, your teacher will decide:
 - Whether the test can still be completed or you need to complete an alternative test.
 - The maximum ratings that can be achieved.

EXTENSIONS AND RESCHEDULING

If you need extra time for an assignment or cannot sit a test on the scheduled day, you are expected to request an extension or reschedule in advance by emailing your teacher.

Valid reasons for extensions or rescheduling include:

- **Illness** (with a parent/guardian note or medical certificate).
- **Bereavement or family emergency.**
- **Other unexpected personal challenges** that impact your ability to complete work or attend a test.

If an issue arises on the day of a test or due date, you should contact your teacher as soon as possible.

SUPPORT AND SPECIAL CONSIDERATION

We understand that some students may need adjustments to support their learning.

- If you have a Learning Plan or TASC-approved adjustments, these apply to both assignments and tests.
- If you are on a personalised learning program, deadlines and test arrangements can be discussed with teachers or senior staff.
- If you face an unexpected serious personal issue (e.g., long-term illness, family emergency), you can request special consideration, which may involve alternative arrangements.

APPEALS PROCESS

If you believe a late penalty, missed test decision, or extension request was unfair:

1. Talk to your teacher first and provide any relevant evidence.
2. If unresolved, use this [Microsoft Forms Link](#) submit a written appeal to the Leadership Team, explaining why you believe the decision should be reconsidered.
3. A panel of senior staff will review your case and make a final decision within five school days.

Taking Responsibility for Your Learning

✓ **Plan ahead** – Start assignments early and keep track of due dates.

✓ **Use support options** – Subject tutorials, library study sessions, and teacher guidance can help.

✓ **Communicate** – If you're struggling, talk to your teacher **before the due date or test**.

School Grading Table

Grade Adjustments for late Submissions																	
	Due Date	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Non-Submission
A+ rated submission	A+	A	A	A-	A-	B+	B+	B	B	B-	B-	C+	C+	C	C	C-	Z
A rated submission	A	A-	A-	B+	B+	B	B	B-	B-	C+	C+	C	C	C-	C-	C-	Z
A- rated submission	A-	B+	B+	B	B	B-	B-	C+	C+	C	C	C-	C-	C-	C-	C-	Z
B+ rated submission	B+	B	B	B-	B-	C+	C+	C	C	C-	C-	C-	C-	C-	C-	C-	Z
B rated submission	B	B-	B-	C+	C+	C	C	C-	C-	C-	C-	C-	C-	C-	C-	C-	Z
B- rated submission	B-	C+	C+	C	C	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	Z
C+ rated submission	C+	C	C	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	Z
C rated submission	C	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	Z
C- rated submission	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	Z
D/t rated submission	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	D/t	Z

Conclusion

At Launceston College, we support students in meeting their commitments while recognising that sometimes unexpected challenges arise. If you have any questions about completing work on time, speak with your teacher.