



Work Submission Policy WHSC

Rationale

As a college we place high value upon excellence, student growth and achievement. To support these values, we believe all students should have the opportunity to succeed. This policy provides pre-conditions to ensure every student is supported to maximise student outcomes and growth.

- All students are expected to submit CATs at a standard reflective of their ability
- It is a non-negotiable expectation that all assigned CATs are submitted on or before the due date
- Students are afforded every opportunity to submit their CATs. When this does not occur, parameters are put in place to support students to submit overdue work
- To ensure continuity and scaffolding of skills, it is a non-negotiable expectation that all CATs are ultimately submitted.

Overdue CAT process

- CATs are to be submitted on or before the due date as documented by the subject teacher
- CATs not submitted on or before the due date are marked immediately as NA (Not Assessed) by the subject teacher
- The student has 5 school days to submit the CAT to change the grade from NA to LS (Late submission) with feedback provided
- Late CATs will only ever be graded as LS.

Non-submission of CATs

- CATs not submitted after the revised due date will remain NA
- The student must attend an overdue CAT session to change the grade to LS
- The teacher will contact home and post an Amber Chronicle notifying the student and families of the overdue CAT.

Unsatisfactory CATs

- All students are expected to submit CATs reflective of their best ability. The subject teacher and Domain Leader will retain discretionary judgement on 'best ability'
- If a student receives a result that does not reflect best ability, they have 5 school days to resubmit the CAT
- If they do not re-submit their CAT in this time, they retain their original result and attend an Overdue CAT Session
- Overdue CAT Sessions allow students to identify and refine their learning to achieve a result that reflects their best ability
- The subject teacher will contact home and post an Amber Chronicle notifying the student and family of the unsatisfactory result and requisite attendance at a CAT Overdue Session.

Policy ratified on:

Policy revised on: