



Non-submission of Work POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Hoppers Crossing Secondary College 9974 7777.

PURPOSE

To provide students and families clear guidelines of the school's approach to ensuring students submit assessment tasks on time and meet expected deadlines.

RATIONALE

The College expects that students are continually improving their skills and understanding, and also recognises that meeting deadlines is an important skill to practice. With this in mind, the College has implemented the 'College Non-Submission of Work Policy'. Students from Years 7 - 10 are provided with a clear set of expectations and consequences if they submit work after the scheduled deadline or do not submit work at all.

The Non-Submission of Work Policy will help to scaffold students to develop resilience and continued effort preparing them for academic success. By fostering the students' time management skills, it will assist them in developing their organisational skills, understanding that it is important for successful students to meet agreed deadlines to achieve success.

POLICY

Implementation:

If the child has a valid reason for not submitting an assignment or completing a test (illness bereavement etc) the teacher should provide an opportunity for the student to sit the task without penalty. Teacher discretion will be applied, but it should occur within two weeks of the original assessment date. If this cannot happen due to significant absence an ABS will be recorded in the student's report.

If the child does not have a valid reason

- Parents will be notified that the student has not submitted or sat an assessment task
- Students will be given a two week window to submit the task (this new date will be provided to parents when they are contacted)
- For tests, this will occur in the student's own time (lunchtime or Thursday after school)
- A 25% penalty will be applied to the final mark on the task. If this reduces the student's non-affected grade below 50% a 50% grade is awarded.
- If the student does not submit the work within this revised time frame a 0 (zero) is recorded for the assessment task grade and will show on the student's report.

COMMUNICATIONS

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and the Parent Policy Section of Compass
- Included in staff induction processes and staff training
- Included in staff handbook
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal and Hoppers Crossing Secondary College School Council
Next scheduled review date	October 2027