



Princes Hill Secondary College

Extension and Late Work Policy

Purpose

This policy establishes clear and consistent expectations for the timely submission of assessment tasks by students in Years 7 to 10. It outlines the process for requesting an extension, the consequences of submitting work late, and the approach taken to work that is not submitted, so that all students are treated fairly and are supported to meet the required learning outcomes for each subject.

Scope

This policy applies to all students enrolled in Years 7 to 10, and to all teachers responsible for setting, monitoring and assessing Reportable Learning Tasks in these year levels.

Definitions

Term	Meaning
Reportable Learning Task	An assessment task that contributes to a student's reported achievement in a subject and against which student progress is formally recorded.
Extension	Approval granted by the class teacher for a student to submit a task after the original due date.
Late Work Notice	A notice posted on Compass advising that a task has not been submitted by the due date and setting a revised date for submission.
NS (Not Submitted)	The status applied to a Reportable Learning Task that has not been submitted within one week of a Late Work Notice being posted.

Policy

Extensions

Students who are unable to submit a task by the due date may request an extension in advance. The following conditions apply:

- Requests must be made to the class teacher in writing, by email, at least 48 hours before the task due date.
- Valid reasons include illness or other significant interruptions to the student's learning program.
- Extensions are granted at the discretion of the class teacher.

How to apply for an extension

1. Identify the risk of not meeting the due date as early as possible.
2. Email the class teacher at least 48 hours before the due date, stating the reason and the extra time requested.
3. Await the teacher's decision. If granted, a new due date is agreed, and the task is submitted by that date.

Late Work and Non submission

Where a Reportable Learning Task is not submitted by the due date and no extension has been granted, the following process applies. Each stage is recorded on Compass so students and families can track where a task sits.

Stage	What happens
1. Due date missed	A Late Work Notice is posted on Compass and the work becomes due within one week.
2. One week later	If the work is still not submitted, the task is marked NS (Not Submitted).
3. After NS	The student must still submit the work to pass the subject and meet the required outcomes. From this point, the work is assessed only as Satisfactory / Not Satisfactory and is not graded further.
4. Outcome	If the work is not submitted to a satisfactory standard, the student may not pass the unit.

Communication

This policy is communicated to students and families through Compass and the school website, and to staff through the staff handbook and relevant professional learning. Task due dates and any Late Work Notices are published on Compass.

Related policies and resources

- PHSC Assessment and Reporting Policy
- PHSC Academic Integrity Policy
- Victorian Curriculum F–10
- Department of Education – Assessment of Student Achievement and Progress Foundation to 10 policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2026
Approved by	Curriculum Committee
Next scheduled review date	August 2029