## 12.3 Submission of Assessment Flow Chart - Year 7 to 12

Late or Non-Submission (without an Approved AARA)

**Teacher** marks drait as *Not Submitted* in LMS. Parent/Carer contacted and a Relational Green Detention issued. Refer to section 13.1. Work completed in detention collected and a copy retained on LMS as the student's draft.

**Student** completes draft to an acceptable standard as outlined by classroom teacher.

**Student** uploads draft in Microsoft Word/PDF format in the file upload section for the assessment item in Student Café.

**Teacher** marks draft as *Submitted* in LMS. Teacher completes drafting providing appropriate feedback as stipulated by the relevant syllabus. Refer to section 11.2

Student checks plagiarism score of draft to ensure that the guidelines are followed. Refer to Section 9.1d

Late or Non-Submission (without an Approved AARA)

**Teacher** marks final assessment as *Not Submitted* in LMS. Refer to section 13.2

**Teacher** marks and grades the parts of the assessment received on or before the due date. The teacher loads the student's achievement against each criteria and/or overall grade for the piece in LMS.

Student completes final assessment in Word/PDF format to an acceptable standard as outlined by the task sheet, criteria and classroom teacher.

**Teacher** marks final assessment as *Submitted* in LMS.

**Teacher** marks and grades the assessment item and loads the student's achievement against each criteria and/or overall grade for the piece in LMS.

**Moderation and Confirmation** 

Two (2) weeks post submission, grades and comments will be posted in Student Café and Parent Lounge for Progressive Reporting, see Section 6.2

Student checks plagiarism score of draft to ensure that the guidelines are followed. Refer to Section 9.1d