

# Late or Non-Submission Policy

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## PHILOSOPHY

The Canadian International School of Hefei (CISH) teaches and values strong self-management and time management skills. To succeed in the Middle Years (MYP) and Diploma Programmes (DP), students must balance their responsibilities and manage their time well. Developing these Approaches to Learning skills is essential for success in IB education.

Teachers will share key assessment dates in advance, including draft and final submission deadlines, which will be posted on ManageBac. They will also guide students in developing time-management skills to help meet deadlines. If students struggle with managing their time, teachers and staff will provide support and use this policy to set clear consequences, helping students strengthen their ATL skills and succeed in their learning.

In summary, each CISH student in G6-12 is expected to submit assignments on or before deadlines. The following document outlines the procedure that will be followed should students fail to meet assessment deadlines.

## MYP (G6-8): RULES AND CONSEQUENCES

All deadlines are final and must be respected by CISH students.

All work is to be uploaded to ManageBac in the required format as required by the teacher.

The work will be due during a scheduled class period.

### Summative Assessments (Projects/assessments)

If a student misses a summative deadline without being absent, the teacher will:

- Create a referral to inform administration, set a new deadline at their discretion, and email the details to the student and their guardian.
- Assign the student to Mandatory Study Hall (MSH) for as many days as the teacher has deemed the student will get to complete their work.
  - If already assigned, the student will attend the next available MSH session.

- If the work is completed before MSH, the student must still attend and complete a reflection activity before leaving.

During MSH, students must work on completing their assignments. Before the end of MSH, they must submit their completed work to ManageBac and show it to the MSH teacher. If a student refuses, the MSH teacher will inform the MYPC, Principal and subject teacher.

- If an assignment is done by hand, the student will turn the work into the MSH.
- If a student has excused absences during an assessment, the teacher will assign a new deadline and MSH, if needed.

Absent on the day a summative is due (projects/assignment)

- If a student is absent on the day an assessment is due, they should still submit their work to ManageBac by the deadline, as it is an extended task. If they miss the deadline, they will receive a reminder via Teams. If the work is still not submitted upon their return to school, the late submission policy will apply.

Students who are absent for an in-class assessment (test, quiz, exam)

- When a student returns to school after missing an assessment, the teacher will arrange for them to complete the task. MSH cannot be used for this. Instead, the teacher will find a free room and an available teacher to supervise during a scheduled class period or arrange for the student to complete the assessment during another class they can miss.
- If a pattern of late submissions due to absences is recorded, the principal will organize a meeting with the student and their guardian.

## **MYP (G9-10): RULES AND CONSEQUENCES**

All deadlines are final and must be respected by CISH students. All work is to be uploaded to ManageBac in the required format by 8:20am on the date the work is due.

### **Formative Assessments**

If a student does not submit their formative work by the due date/time the teacher will:

- Assign the student to Mandatory Study Hall (MSH) for that day
- Create a referral as a missed formative assessment deadline and email sent to the student and their guardian.
- Inform the MYP Coordinator (MYPC) and Principal in a Teams message

During MSH, the student will have time to finish their incomplete work. At the end of MSH, the student will immediately be required to submit the work they have completed to Managebac.

- If they do not submit work by the new deadline, they will not receive feedback from the teacher on their work.

### **Summative Assessments (Projects/assessments)**

If a student does not submit their summative work by the due date/time the teacher will:

- Assign the student to MSH for that day
- Create a referral as a missed summative assessment deadline and email to the student and their guardian.



- Inform the MYPC and Principal in an email.

During MSH, the student will have time to finish their incomplete work. Before the end of MSH, the student will immediately be required to submit the work they have completed to Managebac and show the MSH Teacher.

- If the student refuses, the Mandatory Study Hall room teacher will notify the MYPC and Principal before MSH is over.
- The MYPC and Principal will meet with the student to discuss the situation. If the assessment is not submitted, the student will receive a zero. If partial work has been submitted, only that portion will be marked. This may affect the student's overall grade and could impact their eligibility for MYP and New Brunswick course credits.
- If a student has extended unexcused absences, they will receive a zero for the assessment. This may affect their overall grade and could impact their eligibility for New Brunswick course credits.
- If a student has excused absences, they can apply for an extension. In some cases, and with approval from the Principal, they may receive an NA (Not Applicable) for the assessment, meaning it won't count toward their final grade. However, extensive absences may impact their eligibility for MYP and New Brunswick course credits.

#### **Absent on the day of a summative (projects/assignment)**

- If a student is absent on the day an assessment is due, they must submit it to ManageBac by 8:20 am, as it is an extended task. If they miss this deadline, they will receive a reminder via Teams. If the work is still not submitted by 12:30 pm, they will receive a zero for the task, which may affect their overall grade and eligibility for MYP and New Brunswick course credits.
- If a pattern of late submissions is recorded, the MYPC and Principal will organize a meeting with the student and their guardian.

#### **Summative Assessments (in-class assessments)**

- Students who are absent for an in-class assessment due to illness must provide a doctor's note to validate the absence. The note must be submitted within one day of the missed assessment.
- After the student provides a doctor's note, the teacher will identify a new task date and notify the student, MYPC and Principal in writing via Teams.
- If a pattern of absences on the day of in-class assessments is detected the MYPC and Principal will organize a meeting with the student and their guardian.

#### **Extensions for assessment:**

Students must request an extension in writing at least 48 hours before the due date. Extensions are granted at the teacher's discretion. The teacher's response will be sent to the student, their guardian, the MYPC, and the Principal and must clearly state that the assignment is due by 8:20 am on the new deadline.



## **DIPLOMA PROGRAMME AND NEW BRUNSWICK: RULES AND CONSEQUENCES**

One way that CISH helps students organize their time is by giving them a yearly assessment schedule at the start of Grade 11 and 12. Students have been provided with a schedule for the year that lists all deadlines for internal assessments (IA) and external assessments (EA).

Teachers work with Grade 11 and 12 students to ensure they can appropriately manage their workload. As such, the information below outlines the procedures for the submission of IA and EA. These procedures apply to all IB Diploma Programme (DP) and course students, as well as New Brunswick (NB) students.

Given the rigors of the DP and DP courses, the IBO regulations clearly state the responsibilities of each IB student regarding the submission of their work:

- The candidate (student) is responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version. (IBO, 2011)

### **Extensions for assessment:**

Students must request an extension at least 48 hours before the due date via email. The email should include the coordinator, principal, teacher, and their guardians. The teacher and coordinator will discuss the need for the extension and will respond in writing to the student. They must make it clear that it needs to be due by 8.20am on the given date.

### **In-Class Assessments: NB and IB DP Courses:**

- Students who are absent for an in-class assessment (test, quiz, exam) due to illness must provide a doctor's note to validate the absence. Illness must be documented by a doctor's note submitted no later than one day after the in-class assessment.
- After the student provides a doctor's note, the teacher will identify a new task date and notify the student, DP Coordinator, Principal and parents in writing via e-mail.
- If a pattern of absences on the day of in-class assessments is detected the coordinator will raise the issue at the next Student Success Meeting.

### **IA/EA/Assessment Draft Deadlines: IB and NB Courses**

**All deadlines are final and must be respected by CISH students. All work is to be uploaded to ManageBac in the required format, usually PDF format, by 8:20am on the date the work is due.**

#### **Rules:**

CISH has high standards for draft work. Students are expected to submit a complete piece of work that is formally written, well organized, and most importantly, is cited according to MLA standards.

If a student misses a draft deadline for work, the teacher should notify the student's guardians immediately via e-mail with the DP Coordinator and Principal included. The teacher will also complete a referral form which is sent directly to the DP Coordinator and Principal.



The coordinator will keep a record of missed draft deadlines for individual students to maintain an overview of students' time management across their subjects and will bring any issues to the Student Success meetings so that intervention can happen if patterns begin to emerge.

### **Consequences:**

The student will have to attend Mandatory Study Hall. Work completed at the end of Mandatory Study Hall will be submitted on ManageBac. At the teacher's and coordinator's discretion, the student may be given the opportunity to submit an updated version of their work by 8:20am the following day. The student will only receive written feedback from their teacher on the work completed by this time.

### **Final Copy Deadline: IB and NB Courses**

All deadlines are final and must be respected by CISH students. All work is to be uploaded to ManageBac in the required format, usually PDF format, by 8:20am on the date the work is due.

### **Rules:**

Final submission dates have been planned across Grade 11 and 12 to help students manage their time and workload appropriately.

If an individual student foresees a problem with meeting a final submission date, it is the student's responsibility to manage their time accordingly and should plan to submit their assessment prior to the final due date.

Work submitted after the deadline (both internal and external) will not be accepted unless accompanied by an appropriate medical certificate or documentation of adverse circumstances. In these cases, based on the evidence provided by the student, the DP Coordinator and Principal together will make the final decision on allowing submission of work after the set deadline. See the IB disclaimer below for further clarification on adverse circumstances.

### **Consequences:**

Failure to submit a final copy of their work by the specified deadline will result in the student's draft work being submitted in its place, whether it is complete or not. Therefore, the importance of respecting submission deadlines for draft and final copies is essential for success in Grade 11 and 12 courses. The student will have to attend Mandatory Study Hall. Work completed at the end of Mandatory Study Hall is what will be submitted to the IB/NB. At the Coordinator's discretion, the student may be given the opportunity to submit an updated version of their work by 8:20am the following day. The teacher will also send a referral, documenting the late submissions of work.

\*\*\*Should the student fail to submit both a draft and final copy of their work, this will be recorded as "non-submission of work" with the IB/NB, in which case the student will be able to resubmit their work in the next examination session.

\*\*\*In the cases where the IA takes the form of group work or a presentation, if a student is absent without a valid reason, the students' presentation or performance will not take place, and will constitute "non-submission of work" in which case, as above, the student will have to apply for resubmission during the following examination period.



**Disclaimer:**

The coordinator may, if deemed necessary, modify the deadlines for teachers and/or students if he or she deems that there are adverse circumstances that impact the submission of the work.



## WORK CITED

Canadian International School of Beijing

The International School of Nanshan Shenzhen

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IBO. (2011). Academic honesty. Cardiff: Author.

IBO. (2016a). Diploma Programme general regulations: Diploma Programme. Cardiff: Author.

