



## Late Submission Policy

### MYP, New Brunswick, and DP (non-IB IA/EA assessment) Late Submission Policy Aims

The aim of this policy is to encourage students to develop self-management skills, and create systems to ensure student have the best chance for success. Developing these skills are a key element of an IB education referred to as the IB Approaches to Learning (ATL). Whenever possible, teachers are also encouraged to negotiate deadlines with their students for formative assessments in order to help students take more ownership of their learning and achievement.

In brief, each student at the Canadian International School of Hefei is expected to submit assignments on or before the deadline. In the event a student fails to submit work on or before the deadline, the following document outlines the procedure that will be followed.

### Formative Assessments

Teachers will report late assessments as a behaviour report on Managebac and assign Study Hall as necessary. Teachers will meet with students to discuss alternative deadlines as required, but students must attend Mandatory Study Hall until the assessment task is complete. If a pattern of late submissions is noticed, the Coordinator/ Admin is notified and a decision is made if a parent meeting is required.

### Summative Assessments

**Step 1** - If a student wishes to request an extension for a summative assessment then they are required to apply for this at least one day (24+ hours) prior to the submission deadline. Approval will only be granted at the teacher's discretion. If a student is absent for an assessment, **once presented with an excused absence note**, the teacher will identify a new deadline on Managebac, and notify the student either in person, or via email. If the student fails to apply 24 hours in advance or is not granted an extension, teachers will create a behaviour note on Managebac, inform the Coordinator, and proceed to step 2.

**Step 2:** If the student misses the second deadline, the student will be assigned to ASA study hall. During this period, the student will have time to complete and/or polish their work to the best of their ability. After this period is over (4:20pm on the due date), the student will immediately be required to submit the work they have completed on Managebac for assessment. If a student refuses to comply or has not completed sufficient work to be evaluated by the end of this study hall period, they will be referred to the administration, and the parents will be called.

*Note: **teachers will not** include any assessments on the current report card that are submitted after the last day of assessment for that reporting period. This will be commented on in the report card. If, by the final reporting period, the student has not submitted a sufficient amount of work to receive a "best fit" grade, they may have to complete additional "credit recovery work" over the summer, or potentially repeat the grade (please see CISH promotion policy for more details).*

### DP Policy for IA/ EA Submissions

CISH works to ensure that all students have the best chance for success, and as such, has implemented several systems in order to provide students with ample support and time to complete required assessments. To improve visibility to community members and student self-management skills, CISH has created an assessment calendar outlining all draft and final deadlines for Internal and External IB assessment components. This is produced at the beginning of each year and shared with the school community. Teachers and coordinators in the DP will continue to work with students regularly to explicitly teach and support the development of critical time management and organizational skills. Furthermore, all DP formative and summative assessments NOT related to the IA or EAs will be added to Managebac so students have the opportunity to plan their time



appropriately, and complete all work promptly and with quality in mind.

However, CISH also endeavors to maintain high expectations for our students and therefore, in addition to the support systems we have in place, we will implement the following policies to ensure there are appropriate consequences in place for students who are unable, or unwilling to manage their time appropriately.

## Final Submission

All deadlines for IA/EA submissions **are final** and must be adhered to by DP students. All work must be submitted by the end of the school day (3:30pm) on the assigned deadline date. In order for work to be marked as “complete” it must be appropriately written and formatted, using MLA-style citations throughout.

If a student fails to submit the work on time, the teacher should write a behaviour note on Managebac, as well as inform the DP Coordinator, parents, and Vice Principal.

## Consequences

Student who fail to submit work on time will be required to attend our mandatory study hall during ASA time on the day the submission is due, as well as a specialized lunchtime study hall period supervised by the DP coordinator. This will give the student time to complete their first draft/ final copy. After this time (4:20pm on the due date), the student will be required to submit their work regardless of its status or completeness. The student will only receive feedback on the work they submit at this time, they will NOT be permitted to upload an updated draft at a later date to receive comments.

## Extensions and Exceptions

CISH understands that there are occasions where students may be unable to complete the work despite their best efforts, or may require support and scaffolding above and beyond the imbedded differentiation in order to complete their work. If a student foresees a problem prior to the submission due date, he/she **MUST** contact their teacher to submit a formal request and provide a reasonable explanation for why an extension may be required. The teacher will then, in consultation with the DPC, decide if an extension may be granted. This will be done on an individual basis and must be due to adverse circumstances (*see disclaimer below*) or student exceptionalities. Requests for an extension will not be accepted or heard less than 24 hours before the final deadline.

Work submitted after the deadline (and without pre-approved extension) will only be accepted when accompanied by appropriate official documentation (i.e medical, governmental) outlining the adverse circumstances that resulted in the late submission.

In the case that the draft has been successfully submitted, but the final copy has not, the student’s draft will be submitted in place of the absent final version. Should the student fail to submit both the draft and the final copy of their work, this will be recorded as “non-submission of work” to the IB, in which case the students will have to apply for a resubmission of their work during the next examination period.

## Presentations, Performances and Other Group work

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 DP 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 a student's work.

According to article 18 of the Diploma Programme General Regulations (2016a):

*18.1 Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her assessment performance, including severe stress, exceptionally difficult family circumstances, bereavement or events that may threaten the health and safety of candidates.*

*18.2 Where a candidate, or group of candidates is affected by adverse circumstances prior to the submission of early components (for example, the extended essay, theory of knowledge essay, or internal assessment marks/sample work) an extension to the submission deadline may be authorized by the IB upon receipt of the required documentation (available in the handbook) from the school. An extension must be formally authorized by the IB and is the only possible accommodation that can be offered.*

## References:

*Diploma Programme: From Principles into Practice. IBO, 2015*

*Diploma Programme: General Regulations. IBO, 2016*

*Late Submission Policy, International School of Nanshan Shenzhen*

*Late Submission Procedure, Canadian International School of Beijing*