



LATE SUBMISSION POLICY

The aim of this policy is to foster self-management skills among students and establish structured guidelines that contribute to their academic success. These skills are integral to an IB education, known as the IB Approaches to Learning (ATL). Teachers are encouraged to collaboratively determine deadlines for formative assessments to facilitate student ownership over their learning process.

POLICY STATEMENT

All students at the Canadian International School of Hefei are mandated to submit assignments by the specified deadlines. This document delineates the protocols to be followed if a student fails to meet these deadlines.

FORMATIVE ASSESSMENTS

Late formative assessments will be recorded as a behavioral report on Managebac, and a Mandatory Study Hall will be assigned. Subsequent discussions between teachers and students will establish alternative deadlines. Attendance in Mandatory Study Hall continues until the assessment task reaches completion. If habitual late submissions occur, the Coordinator and Administration will be alerted, and a parental meeting may be scheduled.

SUMMATIVE ASSESSMENTS

Requests for extensions must be submitted at least 24 hours prior to the deadline and are subject to teacher discretion. Noncompliance results in a behavioral note on Managebac and escalation to Mandatory Study Hall. In case of an excused absence, teachers will update Managebac with a revised deadline and inform the student accordingly. Students who exceed the deadline will be directed to Mandatory Study Hall to finalize their work, followed by immediate submission on Managebac. Feedback will solely pertain to the submitted version; updates or revisions will not be accepted subsequently. Failure to comply results in administrative intervention and parental notification.

DP POLICY FOR FINAL IA/EA SUBMISSIONS

CISH prioritizes student success through a comprehensive support framework, inclusive of an annual assessment calendar outlining all deadlines for Internal and External IB assessments. Despite these supportive measures, CISH enforces stringent policies to hold students accountable for their time management skills.

FINAL SUBMISSION PROTOCOLS

All IA/EA deadlines are immutable and obligate strict adherence from DP students. All submissions must be finalized by the end of the academic day (either 3:30 pm or 4:20 pm) on the predetermined deadline. To qualify as "complete," the work should be appropriately written and formatted, following MLA citation guidelines throughout.

MANDATORY STUDY HALL

Students who do not meet a deadline are mandated to attend a Mandatory Study Hall during ASA time on the due date. Additionally, a lunchtime study session under DP



coordinator supervision will be scheduled. Should the ASA period be unavailable on the due date, a grace period extending until 6 pm will be granted for completion and submission.

EXTENSIONS AND EXCEPTIONS

CISH acknowledges that extenuating circumstances may occasionally inhibit students from completing work on time or necessitate additional scaffolding. If a student anticipates difficulties, they must contact their instructor in advance to formally request an extension, substantiated with a reasonable rationale. The teacher, in conjunction with the appropriate coordinator, will assess the merit of granting an extension on an individual basis, considering either adverse conditions or exceptional needs of the student. Requests for extensions submitted less than 24 hours before the final deadline will not be considered.

LATE SUBMISSIONS

Assignments turned in past the deadline, without prior approved extension, will only be accepted if accompanied by verifiable official documentation (e.g., medical, governmental) explaining the late submission.

NON-SUBMISSION PROTOCOLS

Should a student fail to submit a draft and not the final copy, the former will substitute for the latter. A complete failure to submit either will be reported as a "non-submission" to the IB, necessitating resubmission during the next exam period.

GROUP WORK AND PRESENTATIONS

For IAs involving group work or presentations, absence without valid justification will lead to a "non-submission" status, requiring resubmission in the subsequent exam period.

DISCLAIMER

The DP Coordinator retains the authority to amend deadlines for both instructors and students if adverse circumstances warrant such adjustments.

Regulatory Reference

As per Article 18 of the Diploma Programme General Regulations (2016a):

- Adverse circumstances are conditions beyond a candidate's control that might adversely affect performance in assessments.
- Extensions may be authorized by the IB upon receipt of the required documentation from the school. Such authorization is the sole accommodation that can be provided under these circumstances.

POLICY REVIEW PROCESS

This policy undergoes a biennial review by the school's pedagogical leadership team. Any suggested amendments grounded in new research, source documents, or efficacy improvements will be disseminated among the school community (teachers, parents, students where applicable, and the director/board) for consultation prior to implementation.

Note: The latest review of this policy was carried out in September 2023.



Work Cited

Canadian International School of Beijing. Late Submission Procedure. 2019, Beijing.

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

IBO. Diploma Programme: General Regulations. 2016.

International School of Nanshan Shenzhen. Late Submission Policy. 2019, Shenzhen