

Proposal for an Internal Assessment Deadline Policy

Rationale

Students need a clear and consistent deadline policy to uphold equal opportunities and ensure that deadlines are met.

Issues

- Some students miss deadlines
- Internal deadlines are not taken seriously
- Students miss lessons/take days off school to complete coursework and there is no account taken of this in their final mark
- We need to prepare students for their university and working lives
- Departments have different systems and this is confusing for students
- There is a need for consistency between departments and across year groups
- The IB sets out clear guidelines for internal and external deadlines (Vade Mecum Page F3.4)
- Issues of academic honesty and equal opportunities arise if a student takes extra time to complete coursework

Proposed Solution

- The policy should apply to both the first draft and final drafts of coursework.
- Students should submit work to the appropriate teacher by 8.10am on the deadline date (the time may change depending on new structure of school day). Work must be handed directly to the subject teacher in their own room e.g. their teaching room. It must not be handed in to the staff room.

The following excuses for lateness are unacceptable:

- Technical problems e.g. hardware and software problems
- Short term illness e.g. ill on the day of the deadline or before (coursework could be e-mailed or brought into school)
- Family holidays
- Moving house
- Social and sporting commitments
- Attendance at interviews
- Participation in events such as competitions, concerts, graduation ceremonies

Possible sanctions

If students take a day off, truants from a lesson/s prior to the deadline or misses the deadline:

1. The subject teacher estimates the stage the student reached, e.g. by referring to feedback already provided or marks achieved on the first draft (it is advisable for teachers to keep grades/feedback given to students in case academic honesty issues arise).
2. This grade is submitted to the IB and the piece of coursework is sent as an atypical sample to the IB, supported by an explanation of late submission. In the case of the EE, late submission will result in a loss of marks from the 4 available for 'holistic judgment' and be referred to in the teacher comment.
3. A letter is sent home to parents.
4. A formal record of truancy and malpractice in coursework is made in the student's file.
5. IB Coordinator/HOY/Head of Section informed.
6. If a deadline is missed more than once, or in more than one subject, parents should be called in for a meeting.



7. Threat of entering an F grade for that component of IA (very extreme as this would prevent a student from getting a Diploma)

If a first draft deadline not met:

1. Students cannot receive written feedback (but can receive oral feedback at the teacher's discretion).
2. Letter is sent home to parents.
3. IB Coordinator/HOY/Head of Section informed.
4. If this happens more than once, or in more than one subject, parents should be called in for a meeting.

Excerpt from the Vade Mecum 2007

F3.4 No acceptable explanation

Unacceptable explanations for work being incomplete include circumstances reasonably within the control of the candidate, such as:

- misreading or misunderstanding the examination timetable
- oversleeping and therefore being late for an examination
- holiday/vacations
- family moving house
- social and sporting commitments
- attendance at interviews
- participation in events such as competitions, concerts and graduation ceremonies
- the candidate not providing work by the internal school deadline(s)
- the candidate not completing work owing to a lack of diligence.

Short-term illness is not acceptable as a reason for not completing assessment components other than the written examinations in May or November. If a candidate is ill shortly before an internal school deadline for the submission of work, such as the extended essay or an internal assessment requirement, contact the coordinator help desk for advice. An extension to the deadline may be authorized.

In cases where it is not clear whether the circumstances were reasonably within the control of the candidate, IBCA may rely on the judgment of the coordinator.

Note that a diploma candidate has a maximum of three examination sessions in which to obtain the diploma. This includes any examination session(s) in which the assessment was incomplete owing to an unacceptable reason and any subsequent retake session(s).

