

Major Assessment Deadline Policy

Each course that we offers within the IB Diploma Programme includes at least one major written assessment (in addition to the Theory of Knowledge and Extended Essay). These assessments may be assessed internally by the subject teacher and moderated by the IB, or they may be marked externally by an IB examiner. Taken individually, these assessments are each quite manageable; however, as a whole they could easily become overwhelming. The IB Learner Profile has this to say about balance:

*We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others.*¹

In order to help our students approach their DP work in a balanced way, via the school's DP Internal Calendar of Assessment, we schedule our major assessment deadlines so that they are spread out, allowing a student to focus their efforts on a few assessments at a time.

Deadline Types

1. **Draft deadlines** are an opportunity for the student to get feedback on their work-in-progress. This may include proposals or outlines. Students who receive feedback on their work and incorporate that feedback in their final product consistently produce a higher-quality product than those who do not. Failure to submit a draft prior to a draft deadline will result in *no feedback being given* by the teacher prior to the final deadline.
2. **Final deadlines** are the day when a teacher expects to have a final copy of the work for assessment. Failure to submit work by the final deadline will result in the student being *assigned to a supervised working period* until such time as the work is completed or the submission deadline has passed. Students who fail to submit by the final deadline will have this written in their school written report.
3. **Submission deadlines** are the final day on which we will be accepting work for submission to the IB. Failure to submit a final, authentic piece prior to a submission deadline will result in a mark of *"N" being awarded for the component*. As a result, *credit will not be granted* for the subject, and the *IB Diploma will not be awarded*.

Communication with Students and Parents

Meeting deadlines (whether draft or final) is an important key to success in all IBDP subjects. IB subject teachers will communicate deadlines to students well in advance, as well as post them on Managebac. Should a deadline be missed, the subject teacher will notify the DP Coordinator. For a missed draft

¹ "IB Learner Profile", International Baccalaureate Organization, 2013.

deadline, the IB Coordinator will notify the student and their parents that they have missed the deadline, and will ensure that the subject teacher has a plan in place to meet the final deadline. For a missed final deadline, the DP Coordinator will again notify the student and parents, in writing, that the deadline has been missed, and remind them of the consequences of failing to submit their work by the submission deadline.

There are legitimate circumstances in which a student may be at risk of missing a submission deadline, for reasons outside their control (e.g. major illness, bereavement, etc.). In these cases, it is incumbent on the student (or parent, if the student is unable) to communicate **directly** with the DP Coordinator. The Coordinator, in cooperation with the student and the teacher, will prepare a written contract (to be signed by the student and their parents) outlining any changes made to the submission deadline for that student.

Schedule of Deadlines

Submission deadlines are set by the IB Coordinator and published in this policy, while **draft** and **final deadlines** are set by the subject teacher. Any final deadline must be set at least 2 weeks prior to submission deadlines listed below. Draft deadlines must be set at least 1 week prior to final deadlines.

1st March

Submission of extended essay, theory of knowledge essay, Group 1 written assignment and written tasks

1st April

Submission of internal assessment work and their criteria marks