

## Missed deadlines

- If a submission deadline is missed due to illness, the student should submit the work as soon as they are well enough. The new deadline should be negotiated with the subject teacher, with an understanding that the work should be completed as quickly as possible. An extension request for summative assessments does not need to be submitted in this circumstance.
- When catching up, students need to keep in mind that timed assessments must take priority over other summative assessments, as students missing tests means the rest of the class will be delayed in receiving their test results and feedback. The assessment policy states that work must be graded and returned as quickly as possible and no later than two working weeks. Catch up tests can be held in the DP office during lunch times or after school if needed. Teachers may adapt the tests for students taking them late, to ensure academic integrity is maintained.
- If a student knows ahead of time that they will be absent, they should be proactive and negotiate an appropriate extension ahead of time/hand it in early.
- **If a deadline is missed for reasons other than illness, the reasons should be discussed by the teacher and student and a new deadline agreed upon. The [\(request for extension form\)](#) should be completed in these circumstances so that it is officially documented.**
- For **all** missed deadlines, N/A should be added to the gradebook, and a note sent to parents using iSAMS.
- The N/A stays in the gradebook until the work is submitted and graded. **The comments section of the gradebook should clearly state if work has been handed in late.**
- If deadlines are repeatedly missed, the subject teachers may work alongside the advisor/learning support team/IBDP Coordinator to evaluate and address the issues. A parent meeting may also be arranged. Consequences may include a loss of DP privileges.

## IB Assessments (IAs, EE etc) - both draft and final

- For these assessments, the process of applying for an extension, or submitting work after a deadline **must** be fully documented and the request for extension form should **always** be completed, even when the reason is illness.
- In exceptional circumstances, if a student requires an extension for an IB assessment, the IBDP Coordinator must be informed **in advance** in order to approve/confirm the extension. **This must be documented using the request for extension form, and the advisory teacher and parents informed.**
- For late work, follow the usual procedure, however, making it clear this is an IB assessment.
- A meeting will be arranged by the IBDP Coordinator with the student and teacher and next steps decided upon, including a new deadline. This may result in:
  - An additional meeting with parents as appropriate
  - Mandating a time-slot/time-slots to complete the work
  - Exclusion from lessons until work is completed - this would be done in school
  - Submitting the draft version of the assessment to the IB
- In extreme cases, where numerous deadlines are missed, the student will no longer be able to continue as a full diploma student and will only be entered for examinations in subjects where the IB assessments have been completed. This will be considered case by case.

## Low grades

When a student achieves a grade significantly lower than expected (this is determined by teacher's judgement and can be based upon previous levels of achievement, CEM grades etc) in a summative assessment, or gains a 3 or lower, teachers must:

- Follow up with the student to explore reasons and offer support/refer the student for support as appropriate
- Add a concise comment in Managebac that clearly explains the assessment grade and areas to improve upon
- **Use iSAMS to send a notification to parents.**
- The Coordinator will keep an overview of missed work and also grades that are lower than expected, to look for patterns and take further action as needed.

### As teachers - a quick summary of good practice at DIS:

- ✓ Communicate deadlines clearly: IB Assessments Calendar, Managebac and during lessons.
- ✓ Although flexibility is sometimes needed, aim not to move deadlines unless absolutely necessary. **IB assessment deadlines must only be moved after talking to IBDP Coordinator.**
- ✓ If students want an extension, they must ask in advance and IB IA assessment extensions should be approved/monitored by the IBDP Coordinator, who will monitor these requests [\(request for extension form\)](#).
- ✓ If any deadline is missed - use iSAMSr. Ask the student to complete an extension request form based on the above guidelines.