



Extensions and late submission of work guidelines

Valid reasons for requesting an extension: Reasons for an extension include medical, social and emotional concerns (supported by the school's pastoral team), or extenuating family reasons, such as illness or bereavement (contact GLL for further information and support if required). DP students are required to submit an extension request form: [DP Extension Request Form](#)

Students must communicate with their teachers ahead of a deadline if they are aware that they will not be able to meet the deadline.

- MYP: If appropriate, the teacher will agree to a new deadline no longer than two weeks past the original deadline. For cases involving students in Grades 6-8, the teacher will also notify the student's parents/guardians via email.
- DP: Once the student has submitted the completed [DP Extension Request Form](#) to the Diploma Coordinator, the Diploma Coordinator will write to the student, teacher, GLL and parents/guardians via email stating whether the request has been approved or denied. If approved, the new deadline will be stated.

MYP summative assessments

If a student misses a test or fails to meet a deadline after an extension has been granted, the teacher will:

- place the student in an [after-school catch-up session](#)
- use either ManageBac or email to [inform](#) the parents/guardians and student of the need to attend after-school catch-up sessions

The student will be required to submit their work at the end of the catch-up session. The catch-up session must take place within a maximum of two weeks of the original deadline.

Failure to attend the catch-up session, or failure to submit their work at the end of a catch-up session will result in:

- N/As being awarded for the criteria assessed
- the following statement being recorded in ManageBac by the teacher: *"[Student name] has not submitted their work on time and there is no valid reason for the non-submission. As a consequence, an N/A has been awarded."*
- the teacher completing a behaviour tracker in iSAMS

If non-submission persists, this may impact students' ability to receive a complete Semester 1 or Semester 2 report, and will be used to inform decisions about the student's readiness to graduate from Grades 8 and 10.

MYP Personal Project

If students fail to meet a Personal Project-related deadline, the Personal Project supervisor will inform the Personal Project Coordinator, the MYP Coordinator, and the GLL.

The Personal Project Coordinator or MYP Coordinator will:

- place the student in the [after-school catch-up session\(s\)](#) until the work is submitted
- inform the parents/guardians and the student of the failure to submit and the need to attend after-school catch-up session(s), cc:ing the GLL

If the student fails to turn up to or complete their work during the after-school catch-up session(s), the Personal Project Coordinator or MYP Coordinator will:

- place the student on an internal suspension for a maximum of one day, by which time the student will need to submit the work that has been completed for assessment
- inform the parents/guardians and the student of the internal suspension, cc:ing the GLL

If non-submission persists, this will be used to inform decisions about the student's readiness to graduate from Grade 10.

DP internal tests

Students can request an opportunity from their teacher to take a test missed through an excused absence. If the student meets the criteria listed above, the opportunity to take the test after school will be offered. Students will be placed in the next possible [after-school catch-up session](#) by the teacher. This must take place within a maximum of two weeks of the missed test. If the test is not completed within two weeks from the original test date, and there is no valid explanation, the teacher will:

- award an N/A and the following statement will be recorded in Managebac “(Student name) has not completed this test, and there is no valid reason for non-completion. As a consequence, an N/A has been awarded.”
- inform parents/guardians and CC the GLL.

DP non-component work

Failure to meet a deadline, or failure to meet a deadline after an extension has been granted, will result in:

- the following statement will be recorded in Managebac by the teacher: “(Student name) has not submitted their work on time and there is no valid reason for the non-submission. As a consequence, an N/A has been awarded.”
- the teacher will inform parents/guardians and CC the GLL.

Three occurrences of assessment non-submission will result in the Grade Level Leader arranging a meeting with parents/guardians. The Advisor and Grade Level Leader will agree upon and monitor an action plan.

If non-submission persists, this will be used to inform decisions about the student’s readiness to graduate from Grade 11.

[IB DP Component work](#)

Failure to meet a deadline, or failure to meet a deadline after an extension has been granted

The teacher will:

place the student in the [after-school catch-up session\(s\)](#) until the work is submitted.

- Inform the parents/guardians and student of the failure to submit and the need to attend after-school catch-up sessions, [here is an email template teachers could use](#), CCing the GLL and diploma coordinator on this email.

The GLL will:

- remove signing-out rights until the work has been submitted.
- inform the parents/guardians and student of the loss of this privilege.

The Deputy Head of secondary will:

- Remove the student from any school clubs and teams until the work has been submitted.
- Inform the parents/guardians and student of the loss of this privilege.

If the student does not submit the work within two weeks of the deadline, the Diploma Coordinator will:

- Place the student on an internal suspension for a maximum of two school days, by which time the student will need to submit the work that has been completed for assessment.
- Inform the parents/guardians, student, teachers of internal suspension.

If, for a second time, the student fails to meet a deadline, or fails to meet a deadline after an extension has been granted, then the steps above are again followed.

If, for a third time, the student fails to meet a deadline, or fails to meet a deadline after an extension has been granted, then the Head of Secondary or the Deputy Head of Secondary will initiate a meeting with the GLL and the parents and student to discuss the suitability of the programme of study.