



## Late Submission Procedure

Revised August 2022

The aim of this procedure is to encourage students to develop self-management skills, which will help them be successful in their studies and future employment. Developing these skills is a key element of an IB education referred to as the IB Approaches to Learning (ATL).

In brief, each student at the Canadian International School of Beijing is expected to submit assignments on or before the deadline. In the event a student fails to submit work on or before the deadline, this procedure outlines the steps that will be followed.

### Formative Assessments

**Step 1: Teachers** will report late assessments on ManageBac and assign Study Hall as necessary.

**Step 2:** If a pattern of late submissions is noticed, the Grade Level Lead (GLL) is notified and a decision is made if a parent meeting is required.

### Summative Assessments

**Step 1:** If a student wishes to have an extension for a summative assessment, then they are required to apply for this **in person** at least one day prior to the submission deadline.

Approval will only be granted upon the teacher's discretion. If a student is absent for an assessment, the teacher will identify a new deadline on ManageBac and notify the parents in the manner above.

Extension granted:	Extension denied/not requested:
<p>Teachers will note the late assessments on the behaviour section of ManageBac by selecting "assessment extension" for the behaviour type and "<b>Study Hall</b>" for the next step. Teachers must write a second deadline in the behaviour note section and select "visible to parents" and "notify via email" option.</p>	<p>Teachers will note the late assessments on the behaviour section of ManageBac by selecting "non-submission/incomplete" for the behaviour type and "<b>detention</b>" for the next step. Teachers must write a second deadline in the behavior note section or explain why the extension is not granted. "Visible to parents" and "notify via email" option must be selected. Separately, the teacher notifies the GLL and student.</p>

**Step 2:** If the student misses the second deadline, the teacher will immediately assign a 30-minute deadline session, during which the student will work on the assessment that will be submitted at the end of the 30 minutes. This will be assigned on ManageBac, teachers must select the "visible to parents" and "notify via email" option and the GLL, Department Head, and IB Coordinator will be notified via email by the teacher.

**Step 3:** If a student misses the 30-minute completion session or does not have anything to submit at the end of this completion session, they will be referred to the administration office.

Please note- **teachers will not** include any assessments on the current report card that are submitted after the last day of assessment for that reporting period.

Student Name (print)

Student Signature

Advisory Class

Parent Signature

Date

