

Deadline Policy for Major Assignments

Rationale: Deadlines are about fairness. This policy focuses on the process of fairly setting a deadline and how this can be varied to take into account factors that are beyond a student's control. These factors may reduce the opportunity a student has to complete and submit an assessment before a deadline. This policy also outlines consequences if deadlines are not met.

Classwork and Homework are part of the learning process, and should be treated as formative assessments. Failure to complete this work may result in assignment to the AIM Room or referral to administration.

Implementation:

Guidelines	Details
Deadlines are set by the teacher	<ul style="list-style-type: none"> • The teacher is responsible for the students' assessment therefore the teacher is responsible for setting appropriate deadlines. • Deadlines should be established when the assessment task is first being set and be documented (on the board, electronically, or on paper) rather than just a verbal agreement. • Deadlines should be set far enough ahead to fairly allow students time to complete and submit the assessment task and to allow teachers to mark the assessment. • Major Assignments/Tests would normally be assigned with one week's notice.
Deadlines must be fair and reasonable	<ul style="list-style-type: none"> • Students should have input into setting the deadlines where appropriate. • The degree of flexibility depends on the course and the assessment task in context. • Teachers ensure that the needs and skill levels of students are taken into account when deadlines are set, and teach the necessary organizational and research skills so that students are able to successfully meet the deadlines. • Teachers ensure that larger assessment tasks have a process and timeline that supports students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, during the duration of the task.

<p>Deadlines must be adhered to by both students and teachers</p>	<ul style="list-style-type: none"> • Deadlines are consistently applied so that no student is unfairly advantaged or disadvantaged by a variation to the deadline. • Deadlines can only be varied, either for the class or for individuals using the extension procedure.
<p>Assessment tasks must be submitted by the deadline</p>	<ul style="list-style-type: none"> • Work must be submitted no later than the deadline indicated by the teacher. • Students who have been granted an extension through the process outlined in this policy have until the new deadline to submit final work. • Students may submit the portion they have completed for partial marks (e.g. a draft).
<p>If a Deadline is not met then the work is not accepted for summative assessment purposes – and a mark of zero will be assigned</p>	<ul style="list-style-type: none"> • If a student does not submit work by the deadline (or extended deadline where provided) the assessment will receive a mark of zero for credit courses. • In non-credit courses (Grades 9 and 10), failure to submit major assignments by the deadline should result in a referral to ESST where a plan will be developed. • Work handed in after the deadline will be marked to provide feedback to students, but not for grade calculations.
<p>Extensions may be requested ahead of the deadline</p>	<ul style="list-style-type: none"> • A student may request one extension per course (per semester). • An extension request must be made a minimum of the one day prior to the deadline. Teachers may specify an earlier timeframe for extension requests. • A request for extension made the day of a deadline will not be granted. • Extensions are not granted automatically. • Using the school Deadline Extension Request Form, students must provide a valid reason for requesting the extension, and discuss this with the teacher. • An approved extension deadline is firm. • In exceptional circumstances, a student may seek additional extensions as part of an intervention plan developed in consultation with school administration.
<p>Absences on days assignments are due</p>	<ul style="list-style-type: none"> • Assignments will be due upon the student's return. • If a set of assignments has been graded and passed back to students, the teacher may choose not to include a late assignment in grade calculations.

Deadline Extension Request Form

Name: _____

Original Deadline: _____

Assignment: _____

Teacher: _____

Subject: _____

Date: _____

Reason(s) for extension request – please be specific:

Revised deadline (to be determined with teacher):

Interventions/support required (ex: AIM Room, Study Hall, Time with teacher...):

Student signature: _____

Teacher signature: _____

Note: Students may only request one deadline extension per course each semester. Any extension beyond that would only be granted through an intervention plan developed involving school administration.