



## BISC IB:

## COURSEWORK DEADLINES

**Final internal deadlines** for coursework in different subjects are agreed between subject teachers and the IB Coordinator (IBC). These deadlines are negotiated with the following aims in mind :

- To give students sufficient time to satisfactorily complete the assignments,
- To spread the assignment load for students as much as possible,
- To give sufficient time for supervisors and the IBC to fulfill their requirements as laid down by the IBO in a satisfactory professional manner.

The deadlines are then recorded on the calendar and/or official list of deadlines which are displayed on the IB notice-board and on the school website.

A student with a valid excuse, to be determined only by the IBC, may be allowed to submit work by 8.30 a.m. on the following morning. This would not be allowed if negotiation by the student with either the subject teacher or IBC had not taken place beforehand.

Normally, two hard copies of each item of coursework will be required, clearly showing the student's name and, if available, candidate number, with any relevant cover sheets completed (subject teachers will help and advise with cover sheets). An electronic copy may also be required and must be available on request.

Absence on deadline day will require written explanation from parent or guardian; a doctor's note will be required if the absence was on medical grounds. In cases of extended absence (more than 1 day after deadline day) email submission will be required to be followed by submission of hard copies as soon as possible.

Final internal deadlines thus indicate the end of the production of internal assessment for the item and subject concerned. As stated above, the IBC is the final arbiter on any extensions.

Teachers of a given subject may also agree on a date by which a **draft** of the assignment must be submitted. This is the **draft internal deadline** and will, of course, be earlier than the final internal deadline. Draft deadlines **may be** recorded on the official list of deadlines.

For draft internal deadlines, work must be handed in on the day and if not, the IBC will be informed, a warning letter will be sent and the student not allowed to attend any classes and/or required to attend coursework catch-up sessions until the work has been submitted. If a student is absent, (s)he may be allowed to submit work by 8.30 a.m. on the following morning if the work is accompanied by an absence note from parents.

Copies of draft internal deadline work will not normally be returned to students except under controlled conditions. At the discretion of departments, draft submissions may be subsequently improved up until the final internal deadline. Subject teachers will specify the acceptable conditions under which work may be improved. **If improved work is not received by the final internal deadline, draft work will be assessed and submitted** as the official IB internal assessment coursework.

If students fail to meet **both** draft internal deadline **and** final internal deadline then they will be regarded as **having failed to produce IA coursework** and **will receive no grade in that subject**. This would inevitably result in no Diploma being awarded or no Certificate being awarded for that subject.

Students and parents are reminded that the school policy reflects the statement from the IBO that failure to meet internal school deadlines is considered unacceptable. They are also reminded that it is quite acceptable to submit work **before** deadlines, and are urged to allow time between printing hard copies and submission for a through proof-reading of the final document.