## SUBMISSION OF SUMMATIVE TASKS IN THE MYP

### HANDING THE ASSIGNMENT IN

Student submits work by the due date, either the original or extended date.

### NEED AN EXTENSION?

The student may negotiate an extension of the due date up to 48 hours (two days) before the work is due.

*Grounds for extension include illness, absence from school or exceptional circumstances.* **

The request for an extension must be supported by an email or signed note from a parent/guardian. The teacher enters the new due date in the student's diary and on the task sheet.

*If there are grounds for an extension, supported with a note or email from a parent/guardian, the teacher establishes a new due date for an assignment.*

The teacher may refer the student to the Homework Room to work on the task at lunchtimes.

The student will sit a missed test or do the missed oral presentation in the next available lesson or as determined by the teacher.

### WORK NOT COMPLETED IN TIME?

The student does not submit work by the due date (or extended due date).

If it is an assignment that has not been submitted, the teacher asks the student to attend Academic Discipline Sessions (ADS) during their lunchtimes.

**Years 6 - 7**

The teacher notifies parents that the work has not been completed. The student will attend ADS for a maximum of 3 days or until the piece of work is submitted. Work must be submitted at the conclusion of these 3 days, regardless of completion.

**Year 8 - 10**

The teacher notifies parents that the work has not been completed. The student will attend ADS for 3 consecutive days. Work must be submitted at the conclusion of these 3 days, regardless of completion.

*In the case of an assignment (or similar), if there are NO grounds for an extension, the teacher assesses what the student has managed to complete.*

The work handed in is assessed against the published MYP objectives and assessment criteria where practicable.

If the task is only partially completed, the level of achievement in all or some criteria is likely to be at the lower end of the scale.