



## Major Assessment Deadline Procedure

### *International School of Kenya IB Diploma Programme*

Each course that ISK offers within the IB Diploma Programme includes at least one major written assessment. These assessments may be assessed internally by the subject teacher and moderated by the IB, or they may be marked externally by an IB examiner. Taken individually, these assessments are each quite manageable; however, as a whole they could easily become overwhelming. The IB Learner Profile has this to say about balance:

*We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others.* (IB Learner Profile, International Baccalaureate Organization, 2013.)

In order to help our students approach their IB work in a balanced way, we schedule our major assessment deadlines so that they are spread out, allowing a student to focus their efforts on one or two assessments at a time.

### Deadline Types

1. Final **draft due dates** are an opportunity for the student to get feedback on their work-in-progress. Students who receive feedback on their work and incorporate that feedback in their final product consistently produce a higher-quality product than those who do not. Failure to submit work by the draft due date will result in the student being assigned to a **supervised study hall** until such time as the work is completed.

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2. **Final deadlines** are the day when a teacher expects to have a final copy of the work for assessment. Failure to submit work or failure to submit work that is not original by the final deadline will result in the student being *assigned two detention sessions*. If the student completes the work before/ during the detention sessions, the student will still be required to complete the detention sessions. Detentions occur on Tuesday and Thursday after school from 3.30-4.30pm. The work that is completed at the end of the last detention is what gets submitted to IB.

**Failure to submit a final, authentic piece of work will result in a mark of “N” being awarded for the component. As a result, credit will not be granted for the course, and the IB Diploma will not be awarded.**

## Communication with Students and Parents

Meeting deadlines (whether draft or final) is an important key to success in IB courses. IB subject teachers will communicate deadlines to students well in advance. Should a deadline be missed, the subject teacher will notify the Assistant Principal, who will notify the student (and their parents) that they have missed the deadline, and the student will be placed in supervised study hall. For a missed final deadline, the teacher will notify the Assistant Principal and the IB Coordinator. The IB Coordinator will notify the student (and parents) that the final deadline has been missed, and remind the student of the consequences of failing to submit authentic work by the end of the detention sessions.

There are legitimate circumstances in which a student may be at risk of missing

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a deadline, for reasons outside their control (e.g. major illness, bereavement, etc.). In these cases, it is incumbent on the student (or parent, if the student is unable) to communicate directly with the IB Coordinator. The coordinator, in cooperation with the student and the teacher, will prepare a written contract (to be signed by the student and their parents) outlining any changes made to the deadlines for that student.

## Schedule of Deadlines

The **final deadlines** are set by the IB Coordinator in collaboration with the IB teachers. These deadlines are shared with students at the beginning of the year and published in the IB deadline calendar.

The final **draft due dates** are set by the subject teachers. Draft due dates are set at least 2 weeks prior to final deadlines.

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