

RULES ON INTERNAL DEADLINES

I. SUBMISSION DEADLINES

Article 1

In accordance with the International Baccalaureate Organisation (the IBO), each school sets its internal submission deadlines for the submission of the students' examination work. The deadlines are set by the entire IB2 teaching staff at the introductory meeting in August. Together with the classroom teacher, the IB coordinator presents the *Rules on Internal Deadlines* to students, informing them of the subject and school deadlines. Subject teachers (supervisors) are the ones who follow students' progress. There are the following submission deadlines:

a) Interim deadline

The interim deadline is the deadline set by subject teachers for their respective subject. Teachers may set one or more interim deadlines. Students upload their work to Turnitin. An exception is *Language A: Literature*, where students submit their work to their teachers in the electronic form. Students receive originality reports from their teachers. Students can still improve their work.

b) Subject deadline

The subject deadline is the deadline by which students must upload their final work to Turnitin. An exception is *Language A: Literature*, where students submit their work to their teachers in the electronic form. Teachers set their deadlines at least 14 days before the school deadline. Subject deadlines apply to the following:

- Extended Essay (EE) – the essay and all three reflections written on the RPPF form,
- Theory of Knowledge (TOK) – the essay and the planning and progress of the essay on the PPF form,
- Higher Level Essay (HLE),
- Internal Assessment (IA) – in all subjects.

The teacher examines whether the work meets all the requirements (form, citations, originality etc.). In case the work does not meet all the requirements, the student may still improve the work, but without making any amendments to its content.

In case of Internal Assessment:

- the teacher assesses the student's work,
- the teacher enters the grades on IBIS,

- the IBO selects the students for external moderation,
- the teacher enters the marks for individual assessment components and provides detailed criteria marks for each of the students in the moderation sample,
- the teacher uploads the moderation samples to IBIS.

c) School deadline

The school deadline is the deadline by which the student's final work must be uploaded to IBIS. Students upload the following:

- HLE (languages A)
- EE,
- TOK essay,
- Creativity, Action and Service (CAS).

After students submit their work to IBIS, the teachers upload the respective forms:

- RPPF for the EE,
- PPF for the TOK essay.

Teachers examine the uploaded work and provide comments, which are uploaded to IBIS. If a student uploads his first version of the work or a version, which is significantly different from the previous one(s), the teacher reserves the right not to authenticate this student's work. In the case of Internal Assessment, the school deadline is the deadline by which the teacher uploads the work of the students selected for external moderation.

II. PROCEDURES IN CASE OF NOT MEETING THE DEADLINES

Article 2

a) Not meeting the interim deadline

Each subject teacher decides individually whether the student's reasons for failing to meet the interim deadline are justified. If failure to meet the deadline is unjustified, the teacher is not obliged to provide feedback on the student's work.

b) Not meeting the subject deadline

- Within a day of the student's failure to meet the deadline, the subject teacher informs the IB coordinator in writing;
- Within two days of failing to meet the subject deadline, the student submits a completed *Deadline Extension Request Form (DERF)*, in which the student provides reasons for failing to meet the deadline. The *DERF* is signed by the student, mentor and his parents or legal guardians.

- Upon receiving the *DERF*, the IB coordinator informs all the student's teachers of his failure to meet the deadline and reasons for not meeting the deadline. Within a day, the teachers submit their opinion on the student, including their experience with the student and other information that may be relevant to resolving the matter.
- The subject teacher decides whether the reasons for the student's failure to meet the deadline are justified. If the teacher decides that the reasons provided in the *DERF*:
 - are justified, a new submission deadline is set which is in accordance with the school deadline;
 - are unjustified, the teacher assesses and/or provides comments on the student's last version of the work. If the student has not submitted any version of the work, the teacher enters this on IBIS and the student cannot take the exam in this subject;
 - the student is notified about the decision within 5 working days after the IB coordinator has received the *DERF*.

c) Not meeting the school deadline

- within a day of the student's failure to meet the deadline, the subject teacher informs the IB coordinator in writing;
- within a day of being notified, the IB coordinator calls a meeting with the subject teacher, the student, the headmaster and the student's parents or legal guardians, where the final deadline is set;
- in case the student does not meet the final deadline, the teacher is neither obliged to upload any necessary forms nor authenticate the student's work.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 3

The students who commenced the IBDP on 1st September 2020 are made familiar with these rules during a class lesson in September 2021.

Article 4

These rules have been agreed upon and accepted by the IBDP teachers on September 1st 2021. These rules came into force on September 2nd 2021, a day after they had been agreed upon and accepted.

Dr. Marko Jagodič
Head of School
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