

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. There are 3 types of deadlines: interim, subject and upload deadlines. The IB coordinator presents the *Rules on Internal Deadlines* to students, informing them of the **subject** and **upload** deadlines. Subject teachers (supervisors) are the ones who inform students about the interim deadlines and follow students' progress.

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. Teachers are obliged to give students feedback on their work. There must be a sufficient time gap between the given feedback and the subject deadline, so that the students can improve their work.

b) Subject deadline

The subject deadline is the deadline by which students must upload their complete 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 upload 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.

c) Upload deadline

The upload 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 upload deadline is the deadline by which the teacher uploads the work of the students selected for external moderation. The teacher enters the marks for individual assessment components.

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 subject deadline, the subject teacher informs the IB coordinator.
- 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 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 upload 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. In this case the student is not entitled to get a grade in this subject in the May exam session.
- the student and his/her parents are notified about the decision within 5 working days after the IB coordinator has received the *DERF*.

c) Not meeting the upload deadline

- Within a day of the student's failure to meet the deadline, the subject teacher informs the IB coordinator.
- 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 new upload deadline is set.
- in case the student does not meet the new upload 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 2021 are made familiar with these rules during a class lesson in September 2022.

Article 4

These rules have been agreed upon and accepted by the IBDP teachers on August 30th 2022. These rules came into force on September 1st 2022.

Dr. Marko Jagodič
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