

RULES ON INTERNAL DEADLINES

I. SUBMISSION DEADLINES

Article 1

In line with the guidelines of the International Baccalaureate Organisation (IBO), each school sets its internal submission deadlines for students' examination work. These deadlines are determined by the entire IB2 teaching staff during the introductory meeting in August. There are three types of deadlines: **interim**, **subject**, and **upload** deadlines. In September, the IB coordinator introduces the Rules on Internal Deadlines to the IB2 students during a scheduled class meeting, highlighting the subject and upload deadlines. Subject teachers (supervisors) are responsible for informing students about the interim deadlines and monitoring their progress.

a) Interim deadline

The interim deadline is set by subject teachers (supervisors) for their specific subjects. Teachers might set multiple interim deadlines. They are required to provide students with feedback based on the guidelines outlined in the respective subject guides. There must be a sufficient time gap between the given feedback and the subject deadline to allow students to enhance 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 electronic form. Teachers set their subject deadline 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.

After the work is uploaded to Turnitin, the teacher evaluates the work to ensure it meets all requirements, including form, citations, originality, and so on. If the work falls short of these requirements, students can make improvements, but they cannot alter the content.

For Internal Assessments, the next steps are:

- the teacher collects the Candidate's Declaration of Authenticity forms,
- the teacher evaluates the student's work,
- the teacher records the grades on IBIS,
- certain students' works are selected for external moderation.

c) Upload deadline

The upload deadline denotes the date by which students need to submit their finalised work to IBIS. Students must upload and verify the authenticity of the following:

- HL Essay (languages A),
- Extended Essay (EE),
- Theory of Knowledge (TOK) Essay.

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

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

Teachers then scrutinise the uploaded content. If a student's submission is an initial draft or markedly different from previous versions, the teacher has the discretion not to authenticate the work.

Regarding Internal Assessments, the upload deadline is the date by which teachers are to upload selected students' works for external moderation, along with their feedback and scores.

II. PROCEDURES IN CASE OF NOT MEETING THE DEADLINES

Article 2

a) Not meeting the interim deadline

Each subject teacher determines on a case-by-case basis whether a student's reasons for missing the interim deadline are valid (justified). If the delay is deemed unjustified, the teacher must not provide feedback on the student's work.

b) Not meeting the subject deadline

- If a student fails to meet the subject deadline, the subject teacher notifies the IB coordinator within one day.
- Within two days of missing the subject deadline, the student must submit a Deadline Extension Request Form (DERF), detailing the reasons for the delay and providing any necessary documentation.
- In consultation with the coordinator, the subject teacher evaluates the reasons given in the DERF.
- Based on the evaluation:
 - If deemed justified, a new submission deadline, aligned with the upload deadline, is established.
 - If found unjustified, the teacher evaluates and/or comments on the student's most recent version of the work. If no version has been submitted, this is recorded on IBIS, and the student will not be eligible to receive a grade for that subject in the May exam session.
 - The student and their parents are informed of the decision within five working days after the IB coordinator receives 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.
- If 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.

- Within a day of the teacher's failure to meet the deadline and upload students' IA work for moderation, the teacher informs the IB coordinator, provides a reason for the delay and sets a new deadline before the 20th of April.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 3

The students who commenced the IBDP on 1st September 2023 are made familiar with these rules during a class lesson in September 2024.

Article 4

These rules have been agreed upon and accepted by the IBDP teachers on August 30th 2024. These rules came into force on September 1st 2024.

Dr. Marko Jagodič
Head of School
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