**English Department Late and Missing Assessment Procedure**

**Purpose**

We believe that to be successful, students must do their best work consistently. We also believe that students need to be accountable for their own learning. This includes the importance of meeting deadlines and improving time management skills. We feel this is an important employability skill that needs to be stressed to our students. The purpose of this procedure is to clearly outline expectations regarding late or missing assessments.

Please note that if students miss a class for any reason (field trip, illness, family vacation, school field trip, etc.) they are responsible for speaking to their teacher about missed assessments. An absence, excused or unexcused, does not excuse students from completing an assessment.

**Extensions**

If a student encounters a situation where he/she cannot complete an assessment by the deadline, he/she should take the following steps:

1. Make a request for an extension AT LEAST **24 hours in ADVANCE** of the due date
   1. Requests submitted with less than 24 hours notice may not be granted
2. Have a conversation with his/her teacher either in person or via e-mail
   1. Students must take responsibility for their own education, and it is imperative that the student (rather than the parent) interacts with the teacher
3. Teacher and student will discuss a mutually agreed upon deadline
   1. Please note that not all extension requests will be granted

**Late or Missing Assessment**

* For **MINOR** assessments (those worth a numerical mark of less than 20 points), students may submit up to one week after the due date
  + The week includes professional development days
  + It may be necessary for a student to e-mail an assessment to a teacher to honour this policy
    - I.e. if the initial due date was Friday the 7th, and there is a PD day on Friday the 14th, the student should submit his/her work prior to the 14th OR e-mail it to his/her teacher on the 14th
* For **MAJOR** assessments (those worth a numerical mark of more than 20 points), students must take the following steps:

1. Indicate to classroom teacher that the assessment is coming in late
2. Fill out a late slip
   1. Students are only given TWO late slips per semester, so they should consider when they will use them
   2. Late slips MUST have a parent’s or guardian’s signature to be accepted
3. Submit the assessment WITH the late slip attached
4. The major assessment can be submitted no later than ONE WEEK after the initial due date
5. If the student has used both late slips, they are not permitted any more slips that semester
   1. The student should still complete the assessment
   2. The teacher will keep the assessment until the end of the semester and may choose to assess it at that point
      1. This is solely up to teacher discretion

**This policy has been reviewed by the Lord Selkirk Regional Comprehensive Secondary School’s English Department.**

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K. Smith, Department Head T. Hallson

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N. Cain Y. Inniss

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K. Elgar S. Whiteside

**Please sign and return to your classroom teacher.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the late and missing assessment policy.**

**(student’s name)**

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**Student’s Signature Parent’s/Guardian’s Signature Date**