

Uchenna Academy Policy & Procedure Manual Operational Policy: Missed Assignments

Policy

Teachers can use a variety of strategies to encourage timely submission of assignments, including offering extra help and calling home.

Uchenna Academy Policy on missed assessment: either not submitted or submitted after the absolute deadline

Marks may be deducted for late assignments, up to and including the full values of the assignment. For each evaluation, the teacher will inform students of the due date. The ultimate deadline is the last opportunity for students to submit an assignment for evaluation. This ultimate deadline is set up at teacher's discretion and must be reasonable and communicated to students in advance. As an example, the ultimate deadline could be the date a marked assignment is returned to the students, if viewing a marked assignment would benefit the student who has yet to hand it in. As always, teachers have the flexibility to use their professional judgement and consider extenuating circumstances of individual students.

In order to ensure that all evaluations are submitted, students will:

- Be responsible for meeting and knowing absolute deadlines for missed assignments
- Use personal organizers to manage time and meet deadlines
- Be responsible for maintaining on-going communication with their teacher
- Take responsibility for missed work during all absences

If an evaluation is submitted after the absolute deadline, students:

- Must notify the teacher and explain why the assignment was not submitted
- Students may be asked to provide a note from a parent/guardian
- May be required to complete the assignment or an alternate assignment under supervision
- May be referred to a school-based support team
- May be involved in an action plan to complete the required assignment within a given time frame
- Missing assignments will be assigned a zero

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Policy Number	4	Original Date	01/14
Section	Operational Policy	Revision Dates	02/21
Issued By	UA	Review Dates	NA
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Missed Final Assessments (Exams and Culminating Tasks)

In alignment with post-secondary standards and to maintain the highest level of academic integrity, the following rules apply to Final Assessments:

1. **Mandatory Documentation:** Any student who misses a final exam or culminating assessment must provide a formal medical note from a licensed physician or a legal document justifying the absence. A note from a parent or guardian is insufficient for final evaluations.
2. **Proactive Notification:** If a student or parent is aware of a conflict prior to the assessment date, they must notify the administration in writing via official email a minimum of five (5) business days in advance.

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