

DEADLINE RULE

PREAMBLE

This policy sets out the rules governing the due dates of Assignments, Projects, Teach backs and other assessment tasks required to be completed by learners.

1. The “Deadline Rule” will be applied as follows:

- **Five Marks will be deducted from the total mark a learner achieves if any assessment task is not fully completed and not handed-in by a specified due date.**
- **A learner will receive zero if the said assessment task is not fully completed and handed-in the next day.**
- **The said assessment task, however, must still be completed and handed in, as all assignments, projects and teach backs impart important skills and knowledge to a learner.**
- **If a learner is absent from school on the due date, the onus is on the learner to hand in the completed task to his/her subject teacher, immediately on his/her return to school. Failure to do so on the day of his/her return will result in the loss of 5 marks. The said learner will receive zero if the task is not handed in the next day.**
- **If a learner is absent from school on the day the scheduled task is assigned, the onus is on the learner (Intermediate and Senior Phase) to enquire, from his/her subject teacher, about the task, as scheduled in the Term Assessment Calendar. This must be done immediately on his/her return to school.**

- **The onus is on a learner to hand in, by the stipulated date, a fully completed, “hard copy” of any given written assignment.**
- **In keeping with this clause, requests by parents for members of staff at the school to convert emailed/faxed copies of written assignments into a hard copy, will not be entertained.**
- **The Deadline Rule must be read in conjunction with the School Code of Conduct. Corrective and punitive measures will apply, should a learner be in frequent breach of the above policy.**