

## Submission of Work and Deadline Policy

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1. This policy applies to those forms of assessment that  
(i.e., summative tasks). These tasks are initially  
issued to all students for each subject (note that teachers  
may change the assessment to support the class during the course). The policy does not apply  
to other tasks that are devised to help the teacher and student during the learning process  
itself (i.e., formative tasks).
2. for tasks that students are required to complete as part  
of their assessment requirements. Deadlines should be set with sensitivity to the needs of  
students regarding coinciding deadlines for other learning needs, subjects, or school activities  
(including special provisions where appropriate).
- 3.

is also not an acceptable reason – students are encouraged to keep backup copies and drafts.