



UNIT	NAME OF STUDENT (PRINT CLEARLY)	
NAME OF TEACHER		DUE DATE
TOPIC OF ASSIGNMENT		
I certify that the attached assignment is my own work and that any material drawn from other sources has been acknowledged.		OFFICE USE ONLY
Signature of student	Date	

ISWA Diploma Academic Policy and Procedures for Submission of Assignments

Submission of Assessment Tasks

(1.1a) Material that is submitted at the start of the class on the assigned day for submission shall be penalized twenty percent of the final grade. Submissions that are two days late are penalized forty percent of the final grade, Work that is submitted after three days shall receive no grade, but must be submitted in order for the student to receive credit for that semester. (1.1b) Late work is defined as that which is submitted beyond the deadline and is not accompanied by a medical certificate.(1.1c) Parents shall be informed the classroom teacher if a student fails to meet two or more deadlines in a semester.(1.1d) Students who wish to seek an extension on an assessment must do so, in writing, at least three days prior to the established deadline.(1.1e) Students who are judged by faculty to be at risk, with respect to their Diploma may be required to attend to their work outside of class hours, including weekends and holidays.(1.1f) Faculty reserve the right to declare work of insufficient standard. In such instances, the work concerned is deemed incomplete and shall be treated as an incomplete submission.(1.1g) Unless there is a prior agreement between the students and the teacher concerned, work submitted on flash drives shall not be accepted as complete.(1.1h) Faculty shall not be held accountable for work that is submitted without the name of the student.(1.1i) Diploma faculty shall assume full responsibility the security of work that has been submitted for evaluation.(1.1 j) Faculty accept that it is their responsibility to return work to students in a punctual manner and to return it with sufficient feedback.

Unit	Name of Student	
Name of Teacher		Received by
Length of extension	Date granted	
Teacher signature.....		