



Craigavon Senior High School

Centre Guide to Managing Quality

Policy for entering Work Late

Aim:

- To ensure that all pupils get treated fairly in relation to work being entered late
- To ensure all staff are not overburdened in relation to marking work which has been entered late

In order to do this, the centre will:

Clearly lay out the actions to be taken in relation to work being entered late

Define the role of BTEC staff in the accepting of work entered late



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Clearly lay out the actions to be taken in relation to work being entered late

Evidence

- ✓ *Pupils will receive a clear date when the assignment is due*
- ✓ *This date will be published on the front of the assignment sheet*
- ✓ *If pupils are having difficulty in meeting this date they must indicate to the teacher at the first instance of difficulty*
- ✓ *The teacher will give a new date for when the assignment is due and will communicate this to the pupil*
- ✓ *Work will only be marked if the pupil has the work in by the new date**



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** Only in extenuating circumstances the teacher may issue another date and this is in agreement with the Head of Year, Senior Teacher or Vice Principal*



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Define the role of BTEC staff in the accepting of work entered late

Evidence

- ✓ *The BTEC teacher will issue one further date for submission of work, only if the pupil has notified the teacher upon the first instance of difficulty*
- ✓ *The BTEC teacher will only be expected to mark the work if the second deadline is met*
- ✓ *The BTEC teacher will issue a 'zero' mark for work not submitted by then second deadline*

Draft Summer 2017