



NSER Late Work Policy

Purpose: This policy sets clear and fair expectations for submitting assignments on time. It supports student responsibility while recognizing that legitimate circumstances may sometimes require an extension.

1. Assignment Due Dates

- Teachers will clearly communicate the due date and time for each assignment.
- Students are responsible for knowing assignment deadlines and submitting their work on time.

2. Requesting an Extension

- Students should speak with the teacher as early as possible if they need more time.
- Requests should be made no later than one class day before the assignment is due, whenever possible.
- Extensions are granted at the teacher's discretion. The length of an extension will be determined based on the circumstances.

3. What Counts as Late Work?

An assignment is considered late when it is submitted after the stated due date and time and an extension has not been approved.

4. Consequences for Late Work

The following consequences apply based on the number of class days after the due date:

Time After the Due Date	Consequence
1-5 class days late	The assignment grade will be reduced by 8 percentage points for each class day it is late.
6-10 class days late	The highest possible grade for the assignment is 60%.
11 or more class days late	The assignment will receive a grade of 0% and will no longer be accepted for marks.

Important notes

- A class day is a day when the NSER student body is in attendance.
- To maintain Academic Incentive eligibility, students must submit all assignments. Work submitted more than 10 class days late will receive no marks.

5. Communication and Responsibility

Students are encouraged to communicate with their teachers before a deadline if circumstances may affect their ability to complete an assignment on time. Early communication helps teachers provide appropriate support and promotes fairness for all students.