

Diploma Programme IB Assessments

IB Assessment Reconciliation Form

"IB Official"

Procedure:

1. DP coordinator completes box (A) and gives form to student.
2. Student completes box (B), then brings to teacher to determine amended submission/completion deadline. Student writes amended due date in box (C) and collects teacher signature.
3. Student signs form and brings form home for parent signature.
4. Student returns form to DP coordinator the day after receiving form.

(A) To be filled out by DP coordinator

Student Name

Date

Course

Missing/Late Assignment

(B) In the space below please explain why you were not able to submit the IB Assessment by the specified due date.

(C) In the space below, please indicate when you will submit the late assignment for assessment (must be approved by teacher).

Teacher signature approving amended deadline: _____

IB assessments are a required part of the IB programme that all students acknowledged prior to joining the Diploma Programme. These assessments contribute to the student's overall DP grade and are a critical part of the student's journey towards success in the programme. Submitting these assessments on time allow the teacher to review them in a timely fashion and, when appropriate, offer important feedback to the student. Late submission of these assignments is problematic for both the student and the teacher in terms of providing and receiving critical feedback and an appropriate grade.