

## Notre Dame Catholic High School Late Assessment of Learning Guideline

### Step 1

1. Student completes a Pre-approved Late Form and submits to teacher. PAL form must be signed by parent or guardian.
2. Teacher and student determine a new date for submission.
3. If a Pre-approved Late Form is not completed the student will move directly to Step 2.

Assignment is accepted for full marks

### Step 2

1. **Notify Parents** assignment is late and their child has been assigned to study hall
2. Student completes assignment in a supervised setting (Maximum 5 days).
3. If assignment is not complete at the end of the 5<sup>th</sup> day student will move to Step 3.

Assignment is accepted for full marks

### Step 3

1. **Notify parent** that the assignment is still not handed in and marks will be deducted from this point.
2. Submitted assignment **may** receive a mark penalty.
3. Any mark deduction will not begin until after the supervised setting opportunity has been completed.