



Kildare and Wicklow Education and Training Board

## St. Conleth's Community College

### Post Leaving Certificate

# Policy on Assignment Deadlines

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- All assignments must be submitted by the due date.

#### **Late Submissions:**

- Within 1 week of due date: *-15% of marks*
- Within 2 weeks of due date: *-30% of marks*
- After 2 weeks of due date: *Assignments **not** accepted*
- Assignments must be submitted by the student to the relevant teacher on the due date and at the designated time.

- **Medical Certificates**

All medical certificates must be submitted ***promptly***.

Submission of Medical Certificates after assignment due dates will not be entertained. In the event of an illness occurring, contact the college to inform us of your certified illness and your wish to seek an extension.

- Extensions to submission dates may only be granted on completion of an Extension Application Form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson  
Board of Management