

Missed Assignment and Final Exam Policy

Royal Ontario Academy (ROA) offers flexible asynchronous learning, but students are expected to engage regularly with their coursework and make steady progress toward course completion. This policy outlines expectations for assignment completion, procedures for missed assignments, and requirements related to confirmed and scheduled final exams.

Assignment Expectations

Students are expected to remain on track in their courses by completing assignments regularly. ROA courses are designed so that each lesson and unit must be completed before progressing to the next stage of the course.

Teachers may provide suggested timelines to support a student's shared academic goals and deadlines. Even though there are no strict assignment deadlines in ROA's asynchronous learning model, there are certain levels of engagement expected by students as outlined in the ROA Attendance Policy.

Missed Assignments

Because course content is completed in sequence, students who do not complete required assignments are prevented from progressing in the course until the outstanding work is submitted.

If a student is unable to complete coursework for an extended period, they should inform their teacher as soon as possible to discuss the situation and develop a plan for catching up.

Teachers will work with students who are falling behind by providing guidance, support, and strategies for time management where appropriate.

Extensions and Catch-Up Plans

Because there are no strict assignment deadlines, students may submit coursework at any time during their enrolment in the course if their progress is consistent and aligned with ROA's Attendance Policy which outlines the level of engagement expected by students.

Final Exam Scheduling

Where a course requires a proctored final exam, students are responsible for attending their confirmed and scheduled final exam session.

Missed Confirmed Final Exams: If a student does not attend a final exam that has been confirmed and scheduled by Royal Ontario Academy, a supplemental administrative fee of **\$50** will apply to any additional rescheduled final exam.

Students should notify the school as soon as possible if an emergency or exceptional circumstance may affect their ability to attend a scheduled final exam.

Academic Integrity

All submitted assignments must comply with Royal Ontario Academy's Academic Integrity Policy. Proper citation and original work are required. Any final examination must be completed in accordance with ROA's exam procedures, supervision requirements, and academic integrity expectations.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact Royal Ontario Academy at info@royalontarioacademy.com