

School of Environmental and Rural Science

Assignment Extension and Late Submission Penalties Policy

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School Policy

The assessment of students' assignment work is an integral part of the process of teaching and learning. It is important therefore that the procedures for the submission of assignments are clearly understood by all those undertaking a unit of study.

In adopting this policy, the School is mindful of equity issues, including the necessity for a common assignment submission deadline for all students. The School also recognises, however, that equity cannot be reduced to the simple mechanical application of rules but requires awareness of the circumstances faced by students.

It is important for students to note that extensions may not be available for certain assignments such as many on-line tasks. Students should check Unit Learning Materials and not assume that extensions are available for a particular piece of assignment work.

Assignment Extension Application

Applications for an extension must be submitted in writing (e.g. email or letter) to the Unit Coordinator before 23.59 AEST on the Assignment due date, and they determine the length of the extension period. Only in exceptional circumstances will a late application be accepted. A Unit Coordinator may take into consideration the applicant's prior history of assignment extensions, and their determination is final.

The following circumstances will normally result in extensions being granted by a Unit Coordinator provided that required supporting documentation is submitted with the application by the student:

- a) Medical grounds with signed medical certificate;
- b) Unforeseen work commitments with supporting letter from employer or statutory declaration from employer;
- c) Other grounds, comprising extenuating circumstances beyond the student's control, e.g., a death in the immediate family or an accident, victim of crime, carer's illness, unexpected weather event (flooding, hail), damage to property, with supporting evidence such as death notice, police report or a statutory declaration regarding event.

If you are granted an extension, it is important that you attach a copy of the email granting you that extension, by whom and for how long.

The following circumstances are **not** acceptable:

- a) Inability to have an assignment word processed by the due date
- b) Other assignments due on or about the due date
- c) Disk or ICT failure unless publicly documented (ICT failure at the UNE server is treated at a global unit level by the school)
- d) Foreseeable work or social commitments
- e) If the wrong assignment is submitted or the final version of the assignment is not submitted

Assignment Late Submission Penalty

Penalties for late submission of assignments will be detailed in the Unit Handbook by providing the URL link from our School web site which is located under “For our Students”.

Assignments received after the due date **without** an approved extension will:

1. have 5% deducted of the total mark per day for the assessment item before it is marked, for up to 10 consecutive days, and
2. not be marked after the 10 consecutive days and zero marks will be awarded.

Students should be aware that late assignments are also likely to be returned with a significantly reduced level of criticism and commentary. If an extension is obtained for the final assignment, it is unlikely that the work will be returned before the examination.

It is School policy that all coursework assignments must be submitted before the start of the examination period for semester units unless the student has been granted a Special Extension of Time.

Arranging Special Extensions of Time and Special Exams

If you need to apply for an assignment extension which takes you beyond the start of the examination period or if you are unable to sit for a scheduled examination, you must apply in writing to the UNE Student Centre and attach appropriate documentation to support your application.

Special Examination Application Form

<http://www.une.edu.au/exams/app-special-examination.pdf>

Special Extension of Time Application Form

<http://www.une.edu.au/for/current-students/forms/special-ext-time-assign.pdf>

For detail of the Policy refer to: <http://www.une.edu.au/policies/pdf/assessment.pdf>
<http://www.une.edu.au/policies/pdf/specialassessment.pdf>