

Extensions and Late Penalties in BCSS

Students are responsible for submitting assessment tasks by the due date. However, we recognise that sometimes unforeseeable events can disrupt students' study plans. The *Extensions and Late Penalties in BCSS* policy explains the conditions under which an extension can be awarded. Students must appreciate that the university has a responsibility to provide swift and accurate feedback on assessments and delayed submissions can adversely affect the larger student body that submitted on time. Where an assignment is submitted late without an extension, a late penalty will be imposed, as per the guidelines below.

Extensions

1. Applying for an extension

- a. Applications for extension must be submitted to the person detailed in the unit information or handbook by 23:59 AEST on the assignment due date.
 - i. If a form is specified in the unit handbook, students must complete the form to apply for their extension¹.
 - ii. If a form is not specified, students must provide the following information to apply for an extension:
 1. unit code and name;
 2. length of extension sought;
 3. new due date;
 4. reason for extension request;
 5. what documentation will be provided to support the request;
 6. whether the documentation is attached to the extension request.
- b. The application is considered to have been submitted as long as it is received before 23:59 AEST on the assignment due date, even if outside office hours. A reply will be sent during normal working hours.
- c. Late applications for extension are accepted only under exceptional circumstances.

2. Maximum length of extension

- a. The Unit Coordinator can grant extension of up to one month or until the first day of the examination period, whichever comes first.
- b. If a longer extension is required, the student should submit an application for a Special Extension of Time to the Student Centre with appropriate supporting documentation.

¹The purpose in this is to ensure students provide the details required (e.g., length of extension).

3. Supporting documentation must be provided to substantiate the request² (see Table 1 below). Students should only ask for a period of extension that corresponds with the supporting documentation.
4. Normally only one extension is permitted per assignment.
5. Acceptable grounds for extension:

Table 1. Grounds for extension and documentation required

Circumstances	Supporting documentation
Medical grounds	Signed medical certificate stating: - the date on which the student was examined; and the length of time that the student is/was affected.
Unforeseen work commitments (that is, work not part of usual duties, unexpected or unavoidable)	Letter from employer (or a statutory declaration if self-employed)
Other grounds, comprising extenuating circumstances beyond the student's control, e.g. death in the family, victim of crime, carer's illness	A statutory declaration and/or other supporting evidence, e.g. death notice, police report.

6. Unacceptable grounds for extension:
 - a. Other assignments due on or about the due date or other study-related commitments.
 - b. Failure of computer, Internet, or other Information Communication Technology (ICT) unless publicly documented (ICT failure at the UNE server is treated at a global unit level by the school).
 - c. Foreseeable work commitments or other foreseeable circumstances.

² Extensions of up to one week may be granted without supporting documentation at the unit coordinator's discretion. However, clear reasons for the extension must be made in writing (see Table 1).

**Late Assessment Policy for
The School of Humanities, Arts and Social Sciences and, The School of Psychology and Behavioural
Science**

Late submission

Assignments received after the due date **WITHOUT** an extension of time having been approved will be penalised.

- a. Where an assignment is up to two weeks late, a penalty will be imposed of 2% per day or part thereof of the marks available for that assignment. The penalty will accrue on both weekdays and weekends including public holidays (ie. 14% per week).
- b. An assignment received more than two weeks late will receive no marks.
At the Unit Coordinator's discretion, exceptional circumstances may be considered if they are supported by documentary evidence. Students should be aware that late assignments submitted more than one week late may be returned with a significantly reduced level of, or no, feedback.

Please note that if an extension is obtained for the final assignment, it is unlikely that the work will be returned before the examination. All coursework assignments must be submitted before the start of the examination period for trimester units unless the student has been granted a Special Extension of Time.