

# Assessment Deadlines

## Late Submission Penalties

## Re-Submission Options

## Word Counts

### GENERAL GUIDELINES

Assessment submitted up to five (5) days late are penalised five (5) marks per day, of the total mark.

Assessment submitted later than five (5) days will NOT be accepted and will automatically receive a zero mark and the assessment task will be recorded as a Fail in the student's record.

If a valid medical certificate has been provided, then student can only submit their assessment the same number of days late as their certificate records they were unwell.

Students will be penalised five (5) marks for each day beyond the 'return to work' date on the certificate, up to and including five (5) days after that date. Assessment tasks submitted later than that date cannot be accepted and will automatically receive a zero (0) mark and the assessment task will be recorded as a Fail in the student's record.

Unless the student is in the first study period of the first year of their course of study, students are not permitted to resubmit any assessment.

As there is no such thing as a 'late' sitting of an examination, this penalty scheme does not apply.

	1 day late	2 days late	3 days late	4 days late	5 days late	6 days late
11.50pm due date	Submit after 12.10am next day	Submit after 12.10am next day	Submit after 12.10am next day	Submit after 12.10am next day	Submit after 12.10am next day	After 12.10am next day
No penalty; original mark	Lose 5 marks	Lose 10 marks	Lose 15 marks	Lose 20 marks	Lose 25 marks	0 (zero) marks awarded

*For all submissions, days are counted as calendar days*

## **UNDERGRADUATE TRIMESTER ONE STUDENTS ONLY - in their first study block**

Undergraduate Trimester 1 students who submitted their assignment on time and receive a grade less than 50%, on their first attempt on any of their given assessment tasks, have the option to resubmit or re-sit an examination.

The following procedure applies for students in this situation.

- Students who submit their assessment on or before the due date and receive a pass grade have passed that assessment.
- Students who submit their assessment on or before the due date and receive a grade of less than 50% are allowed one more attempt. Students must resubmit their assessment task no later than five (5) days from receiving their first grade. The maximum grade a student can receive for their resubmitted assessment is 50% - Pass.
- Students who submit their assessment after the assessment due date are penalised two (2) marks of their total mark for the assessment, applied per day for up to ten days. Student may lose maximum 20 marks for the assessment in total. Resubmission is not permitted for assessments that were not submitted on or before the due date.
- Assessments submitted later than 10 days after the assessment due date cannot be accepted, and
- The student will automatically receive a zero (0) mark for that assessment and the grade will be recorded as a Fail in the student's record.
- Resubmission will not be permitted.
- Assessments not submitted at all (the submission due date/late submission dates have passed) will automatically receive a zero (0) mark and the assessment will be recorded as a Fail in the student's record.
- Students who chose not to exercise their option to resubmit any of their assessment tasks for a unit cannot take a 'rain check' and the grade for that assessment task will be recorded as 'Fail'.

*For all submissions, days are counted as calendar days*

## **LAST ASSESSMENT TO COMPLETE THE BACHELOR AWARD**

Students in their last study period who submit their last assessment piece in any unit enrolled in that study period – which would complete their Bachelor award if successful – on or before the due date and receive a grade of less than 50%, have the option to resubmit or resit an examination. Students must resubmit their assessment task no later than five (5) days from receiving their grades. Maximum grade student can receive for their resubmitted assessment is 50% - Pass.

For late submissions, normal penalty rates apply, and resubmission will not be permitted.

*For all submissions, days are counted as calendar days*

## **WORD COUNTS**

For all written assessments, where relevant, the limit is set on the maximum number of words allowed to be used. Word counts are subject to a tolerance of (+) or (-) 10% of the stipulated limit.

Work will be assessed, marks awarded, and feedback provided only for the content of the assessment within the word count as

## **ALLEGED AND FOUND ACTS OF ACADEMIC MISCONDUCT**

None of the above processes override the Academic Integrity Policy and Procedure. Late and re-submitted assignments are subject to the same rules as assignments submitted on time, and/or not eligible for re-submission.