



Faculty Policy on Late Work

I. Rationale and principles

It is in the interest of cohesion, clarity and student equity within the Faculty to have a single policy on late work.

While it is acknowledged that marks and grades are a matter of academic standards, meeting deadlines is essential, for three reasons:

- ❖ It ensures equity of treatment among students. There is a range of procedures already in place—extensions, disability management and special consideration processes, along with students at risk programs—to enable any difficulties encountered by students to be taken into account. Where such difficulties cannot be demonstrated to exist, students deserve equity of treatment in terms of all conditions of assessment.
- ❖ It enables timely and coherent management of teaching and learning and administration of courses within the Faculty.
- ❖ It is an important aspect of training students in the acquisition of graduate attributes. Being able to organise one's work coherently and meet deadlines is part of taking responsibility as a member of a team or as a professional providing services to a client, and is part of any work environment, not to mention part of life as an adult in society.

Students who believe they have been unfairly penalised for lateness are still able to appeal via the student appeals policy (Academic Board 2008 & Faculty Arts 2008).

II. Late work, extensions and special consideration

Students and staff should refer to the policies on special consideration (Academic Board and Faculty) and extensions (Faculty, under consideration), but broadly:

- ❖ Special consideration applies when students encounter a significant health problem or personal crisis that results in them missing an examination scheduled during the formal examinations period or affects their ability to attend classes and complete assignments *over the whole or a significant part of the semester*.
- ❖ Extensions apply in relation to *one* assessment task, irrespective of its weighting and timing (except formal examinations during the examinations period, which come under special consideration as explained above). Extensions should normally be requested before the due date, but *may* be requested on or even up to one week after the due date if due cause can be demonstrated (for example, last minute accident or misadventure, or sudden illness).

Any student who hands work in late (that is, at any time following the published due date), and does not meet criteria for an extension or special consideration, or who does not have a special case under disability or students at risk programs, will be penalised according to the criteria set out in (III) below.

III. Procedures for handing in work, due dates and late work penalty

1. Students must keep a copy of all assignments handed in.
2. All assignments, whatever the form of submission, must be accompanied by the cover sheet fully filled in, signed (in writing or electronically) and dated.

3. Assignments should normally be handed in at the relevant School office, either over the counter or in the assignment submission box. Online submission or submission during classes is permissible *only* by prior arrangement with the tutor or coordinator. *Under no circumstances* should assignments be slid under tutors' office door.
4. No assignment will fall due during a mid-semester non-teaching week, during any Common Week or during Stuvac week.
5. Late penalties apply from the day after the published due date.
6. The penalty applied is *one mark (out of 100) per day*. Each weekend day or public holiday counts as one day. So, an assignment due on Thursday 4 September and handed in on Tuesday 9 September will count as 5 days late.
7. For the purposes of this policy, "one mark" means one full point off the awarded mark, not one percent of the awarded mark.¹ So, an assignment due on Thursday 4 September and handed in on Tuesday 9 September, and awarded a before-penalty mark of 68%, will be awarded a final, penalised mark of 63%.
8. For assignments marked out of a maximum total other than 100, the penalty will apply pro rata. For example, for assignments marked out of 40, the penalty will be 0.4 mark per day.

¹ The latter would result in a greater penalty being applied to higher-performing students, and there is no evidence to suggest that lateness automatically results in better performance on an assignment. Conversely, lower-performing students would have a reduced penalty, and there is no reason for mediocre students to receive a lighter penalty than others.