# Late Assessment Submission Policy

**Title**
Late Assessment Submission Policy

**Purpose**
To provide a uniform policy across the faculty on the penalties to apply for late submission of assessment.

**Policy Statement**
Unit Chief Examiners of the Faculty of Medicine, Nursing and Health Sciences must ensure that a penalty for late submission of assessment items is applied consistently in all units taught by their school/department, according to the policy.

All assessment items must be submitted by the specified time on the specified due date (or if off campus, assessment must be received by the specified due date).

Students must be informed of the penalty to be applied for late assessment submission through the Unit Guide and/or the instructions given for each individual assessment item.

**Scope**
- Faculty of Medicine, Nursing and Health Sciences on all campuses
- all undergraduate and graduate/postgraduate coursework programs
- all coursework students
- Excludes Honours units where a different penalty applies (See Honours Course Guide for information)

**Late Submission**
Students can download In-semester special consideration application forms from the Faculty web site via the link [Special Consideration](#) or obtain them from their School/Department.

Students should submit the completed form together with original or certified copies of supporting documentation. Students will be informed whether an extension has been granted. Approved extension forms should be attached to the assessment item when submitted by students.

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**Note:** The transfer and/or printing of this document will render it an uncontrolled copy.
1. Extensions will only be granted on the following grounds:
   - Acute illness – eg hospital admission, serious illness, severe asthma, severe anxiety or depression. Does not include minor illness such as a mild cold. A medical certificate must be provided.
   - Loss or bereavement – eg death of a close family member, family relationship breakdown. A death notice or certificate must be provided.
   - Hardship or trauma – eg victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.

2. For all assessment items handed in after the official due date, and without an agreed extension, a 10 % penalty applies to the total possible mark for that assessment task for the first day (or part thereof) after the due date of submission. After that, a subsequent penalty of 10% per day (or part thereof) will be applied for each day after the due date (including weekends and public holidays).

3. If the assessment item is 7 or more days overdue (for a 12 week semester unit), and three days late (for a 6 week semester unit), the work may be submitted and it will be marked, but not graded. A zero grade will be awarded.

4. Individual assessment tasks that independently contribute to no more than 5% of the final mark may be exempted from the above rules if deemed appropriate by the unit Chief (See Unit Guide for further information)

5. No penalty will apply if an extension is sought and granted by the Chief Examiner or delegate. If the assessment item is handed in after the extension period, then the above penalties will apply.

6. Schools/Departments may choose to accept late submissions of work without requiring students to apply for extensions prior to submission dates. In these circumstances students may apply on the grounds documented in point 1, for late penalties to be waived. Where Schools/Departments choose this option, students should consult their School/Department and follow the specified processes and policy for In semester...
### Responsibility for implementation
- Dean
- Deputy Dean, Education
- Associate Dean (Teaching & Learning)
- Chief Examiners
- Unit Coordinators
- All staff and students

### Status
Reviewed

### Endorsement body
Faculty Education Committee  
Meeting number: 1/2012  
Meeting date: 19/1/2012

### Approval Body
Faculty Board:  
Meeting number: 1/2012  
Meeting date: 7/3/2012

### Date Effective
Semester 1, 2012

### Next Review Date
2015

### Policy Owner
Faculty of Medicine, Nursing & Health Sciences

### Policy Author
Director, Academic Programs

### Contact
Faculty Student Administrative Services