

## P17: LATE ASSESSMENT ITEMS

Overseer: PBC Dean of Academics and Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due: Aug 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"><li>Scheduled</li><li>Policy amendment</li><li>Admin update</li></ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
30/04/2013	Policy amendment	Policy updated to improve clarity and previous issues with calculation of penalties.	Adam Niven
03/07/14	Admin Update	Faculty Board replaced with Teaching and Learning committee.	Adam Niven
18/12/14	Admin Update	Academic Dean replaced with Dean of Academics & Research	Adam Niven
8/12/15	Admin Update	2.3 & 2.4 adjusted for 5% daily penalty	Peter Elliott
01/09/17	Scheduled		Academic Council

### 1. Late Assessment Items Without Approval

- 1.1. Assessment Items which are submitted past the due date without the submission of written approval for extension the item will be considered as Late Assessment Items.
- 1.2. Items which require class participation or presentation which a student is not able to complete on the set date without approval to delay the item will be considered as Late Assessment Items.
- 1.3. Students should refer to P15 EXTENSION OF ASSESSMENT ITEMS policy for information on their requirements to delay assessment items.

## **2. Penalties for Late Assessment Items**

- 2.1. The penalties outlined below are provided only in the instance where the Unit Outline has no outline of penalties for Late Assessment Items and 2.2 does not apply. Particular assessment items, due to the nature of the assessment task(s), may have penalties that differ from below and these will be outlined in Unit Outlines.
- 2.2. For presentations and exams there is no obligation for a unit lecturer to provide an alternate date unless an extension is approved. The result would be that a student would receive no grade for the assessment item. In these instances, a student may be provided the opportunity to pass the unit via a supplementary assessment if approved during the Teaching and Learning Committee end of semester review. See P16 SUPPLEMENTARY ASSESSMENT.
- 2.3. Late assessment items will be penalised at the rate of 5% per day. As assignments can now be lodged 24 hours a day electronically, weekends are included in these penalties.
- 2.4. Assignments lodged more than 2 weeks after the due date will be given a grade of zero. However, it is still possible for the student to pass the unit, if the overall aggregate mark is 50% or higher. All assignments must be lodged, however, in order for the student to pass the unit.

## **3. Extensions for Assessment Items**

- 3.1. Students wishing to extend the due date for an assessment item should consult the Extension of Assessment Item Policy.