

ASSIGNMENT LATE SUBMISSION POLICY

Authorised by: Board of Directors	Date authorised: 21-Oct-06
Effective date:	21-Oct-06
Last amendment date:	30-Nov-06
Review due date:	
Related documents:	
Implementation and review:	Vice President - Academic
Superseded documents	No superseded documents

1. Overview

This policy relates to the submission of assignments by all students in courses offered by IOTA.

2. Scope

This policy applies to all students enrolled in courses offered by IOTA, unless the application of a revision of the policy would disadvantage the student, in which case the student may proceed under the policy in force at the time at which the student first enrolled.

3. Definitions

Term	Definition
Assignment	Work other than an examination that forms part of the assessment of a unit
Due date	The date by which an assignment is to be submitted, as published in the unit outline or other documentation

4. Policy Principles

Students are to submit assignments on or before the due date.

Students must retain a copy of all pieces of assessment, which must be produced if requested by the Program Director, Unit Coordinator, facilitator or other representative of IOTA.

It is each student's responsibility to organise themselves to submit assignments by the due date in the prescribed manner.

Assignments submitted after the due date will attract a marking penalty unless an extension has been granted (see information under 'Extensions' below).

Late submissions will attract a penalty of 5% of the total mark allocated for that assignment for each day the work is late (including Saturday and Sunday) without a formally approved extension. For example, if an assignment is due by 4:00pm Friday and is worth a total of 20% then this means the maximum mark possible will be:

Days late	Week day	Weight 20%
1	After 4:00pm Friday it is deemed to be Saturday	19.0

Days late	Week day	Weight 20%
2	Sunday	18.0
3	Monday	17.0
4	Tuesday	16.0
5	Wednesday	15.0
6	Thursday	14.0
7	Friday	13.0

Extensions

An extension of time may be granted by the unit facilitator or cohort coordinator in circumstances where:

- A written request for an extension is received before the due (original) submission date.
- An acceptable reason is given by the student [Note: being disorganised is not an acceptable reason). The standard acceptable reasons are illness, family tragedy, and circumstances beyond the control of the student. Local guidelines may also apply; students should check with the local Learning Support Centre.
- The request and approved extension is recorded and is available to the unit coordinator and the Academic Board when grades are being moderated.
- The reason for the extension and length of extension are reasonable and equitable given the location of the student, the operation of the cohort, and the usual practice of IOTA.

Any dispute over an extension or the award of marks or both will be determined by the Vice President - Academic.

5. Responsibilities

The following IOTA personnel are responsible for the maintenance and application of this policy:

- Vice President - Academic
- Student Administration Officer

6. Communication

This policy and procedures document will be communicated to –

- all staff members of IOTA and the Learning Support Centre by electronic means and hard copy
- students of IOTA through the student intranet.