

Faculty of Health

B18 LATE SUBMISSION OF ASSESSMENTS AND REQUESTS FOR EXTENSIONS

Ref: MOPP E/6.8 late submissions and extensions
http://www.mopp.qut.edu.au/E/E_06_08.jsp
Health Academic Board 20 Oct 2010

1. Policy principles

Consistent with university policy, the proposed policy derives from teaching and learning objectives and principles of transparency and fairness to students.

2. Extensions

Late submission of assessment is **not a normal concession**, except where exceptional circumstances exist. Applications for extension must address the following criteria:

- a written request for an extension is made prior to, or within 3 working days of the due date for the assessment item;
- there is proof of progress having been made with respect to the assessment task; and
- the application is accompanied by documentary evidence of individual exceptional circumstances that are reasonably likely to have prevented completion of the assessment item by the due date.

Where a request for an extension is granted, the assignment must be received by close of business on the stipulated day. Information regarding Assignment Minder opening hours is available at <https://www.am.qut.edu.au/common/contacts.php>

Extensions will not normally be granted beyond a period of 10 days from the date on which assessment is due and must specify, in writing, a new due date for submission of the assessment item. During this extension period the student is able to submit the work without a penalty being applied.

A request for Extension Form is available on the QUT Blackboard sites for all units and on the Faculty of Health website:

<http://www.hlth.qut.edu.au/study/forcurrentstudents/formspoliciesprocedures/>

3. Late submission of assessment

Assignments that are presented after the due date **without approved extensions** will be treated as follows:

- Assignments received up to 10 days following the due date of the assessment item will normally be penalised using whichever of the following procedures is relevant to the marking scheme used:

Marks/percentages

- a reduction of 5% of the available mark per day for each day that the assignment is overdue, eg. 50% of the available mark if the assessment item is 10 days overdue

Grades (ie. grades-only marking for individual assessment items)

- a reduction of 1 grade (using the 1-7 grading scale) for the assessment item if the work is overdue by 1-5 days
- a reduction of 2 grades (using the 1-7 grading scale) for the assessment item if the work is overdue by 6-10 days

Satisfactory/Unsatisfactory

- at the discretion of the unit co-ordinator*, work marked on a satisfactory/unsatisfactory basis may receive an unsatisfactory grade (*evidence of exceptional circumstances must be provided).
- Assignments that are presented more than 10 days after the due date **will not be marked** and a grade of 1/U will be recorded for the assessment item.

4. Appeals

Students who are dissatisfied with the decision making in relation to the outcomes may appeal via the procedure for review of academic ruling (see Manual of Policies and Procedures E/9.1 which is available at:

http://www.mopp.qut.edu.au/E/E_09_01.jsp).

Details of the procedures are available at:

<http://www.studentservices.qut.edu.au/assess/appeals/ruling.jsp>