

LATE ASSESSMENT GUIDELINES

Assessments must be submitted in the specified format to the School Office by the due date. The submission time is indicated by the date stamped by the School on the assignment or the time that electronic submission is recorded.

Students will have 10% of the total assessment mark deducted for each calendar day the assessment is late without prior negotiation with the relevant subject/Unit Coordinator.

Assessments will not be marked if they are submitted more than 7 calendar days after the due date (or revised due date if an extension has been granted). Work not submitted after this time (due date plus 7 days) may result in an F – IN (Fail – Incomplete) grade being awarded.

Late assessments submitted electronically over the weekend should be submitted to the Unit Coordinator with a copy in the preferred format provided on the first working day after submission.

Extensions must be negotiated prior to the assessment due date as they will not be granted after submission date. Extensions may be granted by the Unit Coordinator for:

- Medical grounds supported by a medical certificate
- Psychological grounds supported by a letter from University Counselling or an appropriate registered health professional
- Equity considerations as requested by a Counsellor (Disability)
- Compassionate grounds

Any other extenuating circumstances require approval of the Unit Coordinator and will require additional supporting documentation.

Applications for extensions should be submitted via email to the Unit Coordinator. The Unit Coordinator will notify the student of the outcome of the request by email.