

LATE PENALTIES FOR ASSESSMENTS IN ACT UNITS

The following are guideline principles to aid colleges in applying late penalties. They are by no means prescriptive.

- A. In all awards all pieces of assessment for a unit must be completed in order to pass that unit. In all units 50% overall is needed to record a passing grade for a unit.
- B. The following penalty should be applied to any piece of work that has been submitted passed the due date without prior permission being granted:
5% per day, including weekends and public holidays, up until ten (10) days after the due date, whereupon no assignments will be accepted without prior permission being granted.
The mark is taken off that total required for that assessment item, not the mark given. For example:
- C. All lecturers and tutors should inform students of the late penalties for assignments at the beginning of the unit (preferably in writing in the unit information handout) and again when assignments are distributed, and encourage students who may need an extension to request it before the assignment is due in order to avoid late penalties. Students should be notified at the beginning of a unit (preferably in the unit information handout) of exactly how the unit will be assessed.
- D. Waivers of penalties should only be given in exceptional circumstances such as ill health (medical certificate must normally be supplied) or compassionate circumstances. Faculty should refer to the FEE-HELP re-crediting policy for guidelines on exceptional circumstances.
- E. If assignments are posted to the college, the date the assignment is received and stamped by the college office is deemed the date of receipt.
- F. Assignments received after office hours will be dated when received and recorded by the office staff.
- G. Applications for waivers should be made where possible prior to the due date (recognising that there may be times that this is physically not possible).
- H. A request for an extension must be made on the "Application for Extension" form, available from the college Registrar. This form must be lodged with the academic registrar (with evidence of progress) either in person or electronically no later than three working days before the deadline. Phone calls are not acceptable.
- I. Late assessments will not be accepted (except where applications for special consideration are lodged) beyond the designated return date for the relevant written work.
- J. Deductions of marks can result in an overall fail in the unit.
