Guideline – Submission of Late Assignment

1) In this guideline
   a) ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays;
   b) ‘non-business day’ or ‘non-business days’ refers to weekends, public holidays or a combination of the two;
   c) ‘late’ means after the due date and time;
   d) ‘assignment’ includes all internal non-examination based forms of assessment that is weighted at 15% or more of the total weighting
   e) It is recognised that some assignments could deviate from the Faculty-set penalty. The rationale for deviating from the penalty set by the Faculty for any assignments weighted at 15% or more of the total weighting should be provided and approved by the Head of School by the following dates.
      • Semester 1 and 2: 6 weeks prior to the commencement date of the relevant semester.
      • Semester 3, 4, and 5: 2 weeks prior to the commencement date of the relevant semester.
   f) For assignments attracting different penalties, the details of the penalty must be explicitly specified in the unit outline

2) This guideline applies to all students enrolled in units delivered by the College of Arts and Law, University of Tasmania, at whatever Campus or geographical location or mode of study.

3) Students are expected to submit all assignments on or before the due date and time specified in the relevant Unit Outline. Any assignment received after the due time will be deemed to have been received the following day.

4) Students with special circumstances may apply for an extension. Please refer to paragraph 5.2 of the College of Arts and Law Assessment Guideline.

5) Late submission of assignments without an approved extension will incur the following penalties:
   • 5% of the total possible mark for that piece of assignment¹ for each business day past the deadline AND 5% of the total possible mark for that piece of assignment for each period of consecutive non-business days including weekends, long weekends, Easter and/or Christmas break.
   • The penalty will be deducted until the maximum possible mark for that piece of assignment reaches to zero (0%), unless otherwise specified by the Unit Coordinator.
   • Assignments will not be accepted after assignments have been returned to other students unless a prior arrangement is made with the unit coordinator.

¹ For example, if a piece of assessment receives a mark of 65% out of 100% and is one business day late, it will receive a mark of 60% out of 100%.