## Related Policy
- 

### Responsible Officer
- Dean, Faculty of Law

### Approved by
- Dean, Faculty of Law

### Approved and commenced
- 12 Dec 2013

### Review by
- Dec 2016

### Responsible Organisational Unit
- Faculty of Law

## CONTENTS

1. Objective .................................................................................................................. 2
2. Scope .......................................................................................................................... 2
3. Procedure .................................................................................................................. 2
   3.1 Submission of Coursework.................................................................................. 2
   3.2 Extensions .............................................................................................................. 2
   3.3 Late Submission .................................................................................................. 2
   3.4 Over-length Work ............................................................................................... 3
4. Versioning .................................................................................................................. 3
1 **Objective**

This document outlines the Faculty of Law’s procedures relating to assessment submission and word length.

2 **Scope**

These procedures apply to all students enrolled in units taught by the Faculty of Law.

3 **Procedure**

In relation to the following procedures set down here:

- ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays;
- ‘late’ means after the due date and time; and
- ‘coursework’ includes all internal non examination based forms of assessment

3.1 **Submission of Coursework**

Students are expected to submit coursework on or before the due date and time specified in the relevant Unit Outline. The onus is on the student to prove the date and time of submission.

The paper copy must be submitted to Law School Reception. Any electronic copies must also be submitted through the Turnitin link on MyLo.

3.2 **Extensions**

Students with special circumstances may apply for an extension. Requests for extensions should be made in writing to the Unit Coordinator prior to the due date. Students should provide independent supporting documentation to substantiate their claims, and should be aware that enquiries may be made to confirm their claim.

Medical certificates or other evidence must be attached and must contain sufficient detail for the Unit Coordinator to make an informed decision. A statement or certificate from a doctor, counsellor, health professional or independent member of the community should state:

- the date the medical condition or other circumstance affected the student;
- how the condition or circumstance affected the student’s ability to complete the assessment task.

3.3 **Late Submission**

Late submission of coursework will incur a penalty of 10% of the possible marks for that piece of assessment for each day, or part thereof, that the coursework is late unless an extension had been granted before the relevant due date. This is subject to specific requirements and procedures set out in the relevant Unit Outline which will apply to cases where late submission cannot be dealt with appropriately in accordance with the procedures set down here. This clause applies up to a maximum of five (5) days late, after which work submitted will not normally be accepted.
Coursework submitted more than five (5) days late will not normally be accepted.

Late work must be submitted to the appropriate staff member in the School Office and the time of submission recorded.

Academic staff do NOT have the discretion to waive a late penalty, subject to clause 3.2 above.

“Possible marks” means the mark that the work is marked out of. For example, if a work is marked out of twenty, the “possible marks” are twenty.

### 3.4 Over-length Work

A paper that is submitted over-length (i.e. over the word limit specified in the Unit Outline) will incur a penalty as set out below:

- up to and including 10% over the specified length: 10% of the possible marks for that piece of assessment;
- 11 to 50% over the specified length: 50% of the possible marks for that piece of assessment; and
- 51% or more over the specified length: submitted work will not be accepted for marking.

The word count specified for any piece of written work required for assessment in the Law School includes ALL words in the document, with no exceptions, no matter where they are in the document and no matter what they consist of. This includes but is not limited to cover pages, headings, all footnotes, citations, abbreviations, tables, quotations, statutory provisions, references to statutory provisions, appendices, in text quotes, headers, footers etc.

Students must indicate on the cover sheet or front-page of the written work the actual word count. Where the word count is not indicated accurately, a penalty will be applied of 50% of the possible marks for that piece of assessment. “Possible marks” means the mark that the work is marked out of. For example, if a work is marked out of twenty, the “possible marks” are twenty. The penalty of 50% in this instance would be 10 marks.

### 4 Versioning

<table>
<thead>
<tr>
<th>Version</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>Procedures Relating to Assessment Submission and Word Length; approved by the Dean (Professor Otlowski), May, 2011.</td>
</tr>
<tr>
<td>Current Version</td>
<td>Procedure Relating to Assessment Submission and Word Length; approved by the Dean (Professor Otlowski), 12 Dec 2013.</td>
</tr>
</tbody>
</table>