

## **Faculty of Health Sciences**

### ***Late Assessment Policy***

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

Students will have 10% of the total assessment mark deducted for each day (including both Saturday and Sunday) the assessment is late without prior negotiation with the relevant subject/Unit Co-ordinator.

Assessments will not be marked if they are submitted more than 10 days (including both Saturday and Sunday) after the due date (or revised due date if an extension has been granted). Work not submitted after this time (due date plus 10 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 co-ordinator with a copy of 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 Co-ordinator 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 Course Co-ordinator and may require additional supporting documentation.

Applications for extensions should be submitted via email to the Unit Co-ordinator. The Unit Co-ordinator will notify the student of the outcome of the request via email.

*Policy revised December 2006, to be reviewed December 2007*