

## LATE SUBMISSION OF ASSESSMENT POLICY

<b>Purpose</b>	The purpose of this policy is to ensure fair, consistent and transparent treatment of late submission of assessment tasks.
<b>Scope</b>	This policy applies to all students enrolled in NIDA higher education courses, for all subjects.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Heads of courses are responsible for the overall assessment of students within the relevant course of study in consultation with the teaching staff.</li> <li>• Subject teachers are responsible for determining that a student has achieved the assessment requirements of a subject within the required timeframe.</li> <li>• Students are responsible for meeting all assessment requirements for each subject in which they are enrolled. It is each student's responsibility to be familiar with the assessment requirements, their due dates, the procedure and timeframes for seeking extensions for assessment submissions as required, and the penalties for the late submission of assessment tasks as set out in this policy.</li> </ul>
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• <b>Day:</b> 24 hours beginning at one minute past the time nominated on the date nominated for the submission of the assessment task. This includes any part of a day.</li> <li>• <b>Working day:</b> Monday to Friday including vacation periods; excludes weekends and public holidays</li> <li>• <b>Due date:</b> Date and time nominated by the subject teacher for the submission of assessment task.</li> <li>• <b>Submission:</b> Delivery of an assessment task electronically or in hard copy as required by the subject teacher.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• The deadline by which assessments are to be submitted and the penalty for late submission will be posted to NIDA Learn as part of the subject outline no later than the date of the first teaching session for that subject.</li> <li>• Students who require an extension to a due date of an assignment must apply for the extension prior to the due date. In fairness to those students who do manage to complete their assignments in good time, extensions to deadlines should normally not be allowed. If an extension is sought, a formal application should be submitted in writing to the head of department/head of course and supported by any relevant documentation. In the case of Performance Practices (common subjects), students are required to submit all</li> </ul>

	<p>requests for assessment extensions online at myNIDA as early as possible, and no later than the set deadline for submission.</p> <ul style="list-style-type: none"> <li>• If an assessment is submitted late, it will be marked in the normal way, and a penalty then applied. The original mark and the penalty will both be clearly indicated in the assessment records. The pre-penalty mark will be used as part of NIDA's feedback and moderation processes and the post-penalty mark will be used in any progression or award determination.</li> <li>• The penalty for late submission will be 5% of the total possible marks for the assessment per normal working day for up to ten (10) working days after the due date for submission, or, where an extension has been granted, for up to ten (10) working days after the nominated extension deadline. Assessments will not be accepted after 10 working days. In such an instance a mark of zero and a result of Fail will be assigned.</li> <li>• Normal working days include vacation periods, but not weekends or public holidays.</li> <li>• In some cases short term events such as unexpected illness, misadventure or other circumstances beyond the control of the student may prevent students from submitting assessable work or may affect student performance in assessable work. In this case students can submit a written request to the Director, Student and Staff Services, for Special Consideration. If Special Consideration is granted by the Director/CEO, this may result in removal of part or all of a late penalty or an alternative assessment.</li> </ul>
<b>Communication</b>	This policy is published on the NIDA website, on myNIDA and in the Student Handbook.
<b>Related policies, procedures and documents</b>	<ul style="list-style-type: none"> <li>• NIDA Assessment Policy</li> <li>• NIDA Special Consideration Policy</li> <li>• Student Handbook</li> </ul>
<b>Responsibility for implementation</b>	Director of Education
<b>Approval body</b>	Director/CEO
<b>Date originally approved</b>	13 December 2013
<b>Date this version approved</b>	13 December 2013

<b>Date effective</b>	1 January 2014
<b>Date of review</b>	December 2016
<b>Contact position</b>	Director of Education
<b>TRIM Record No</b>	14/06131 14/06485