

LATE ASSESSMENT ITEMS

Overseer: Academic Dean
 Approval Authority: PBC Academic Council/Faculty Board
 Review Schedule: 3 yearly Next Review Due: Jan 2012

Review Table			
Date	Review Type	Summary of Changes	Review person/group
	<ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 		
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven

1. Late Assessment Items Without Approval

- 1.1. Assessment Items which are submitted past the due date without the submission of written approval to defer the item will be considered as Late Assessment Items.
- 1.2. Late assessment items submitted in the first week after the due date without the submission of the written approval to defer the item shall incur a penalty of 10% of the value of the assessment
- 1.3. Late assessment items submitted between in the second week after the due date without the submission of the written approval to defer the item will not be awarded more than 50%.
- 1.4. Assessment items submitted more than two weeks after the due date without the submission of the written approval to defer the item will not be accepted with the result that the student will automatically fail the unit.
- 1.5. For presentations and exams lecturers will operate at their discretion and in consultation with the Academic Dean for late assessment items. Students should be aware that failing to meet the due date for an exam or presentation may result in no mark for this item; with the result that the student will automatically fail the unit. Refer to the Deferral of Assessment Item Policy section 1.

2. Deferring Assessment Items

- 2.1. Students wishing to defer the due date for an assessment item should consult the Deferral of Assessment Item Policy.