

Assessment Submission Guideline (CC)

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Document

Document Name	Assessment Submission Guideline (CC)
Brief Description	The purpose of this document is to provide academic staff and students with clear, comprehensive advice and guidance specific to the submission of assessments items.
Responsibility	Academic Director
Initial Issue Date	15/11/2011

Version Control

Date	Version No:	Summary of Changes	Reviewer Name and Department/Office
24/03/2021	2.2	This document comprises a complete review of the existing Guideline to bring it up to date with current regulatory requirements and changes in the College's policy and procedure.	Manager Quality, Risk and Compliance
<u>11/5/2021</u>	<u>2.3</u>	<u>Item 2.3c was removed.</u>	<u>Academic Director</u>

Related Documents

Name	Location
Access, Diversity, Equity and Inclusion Policy	Curtin College website and 'H' Drive
Appeals Policy	Curtin College website and 'H' Drive
Articulation Rules for all Programs (See Progress and Intervention Policy)	Curtin College website and 'H' Drive; Policy HUB
Assessment and Moderation Policy	Curtin College website and 'H' Drive; Policy HUB
Assessment and Moderation Procedure and Form	Curtin College website and 'H' Drive; Policy HUB

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1 Summary

1.1 Purpose

- a) The purpose of this Guideline is to provide a simple summary and/or overview for students and staff about the rules relevant to the submission of assessment activities.
- b) The Guideline ensuring that both staff and students remain adequately informed and assessment protocols remain fair and impartial.

1.2 Trigger

- a) Students need clear guidelines with respect to the submission of assessment activities.
- b) Students and staff need to be very clear about all protocols and requirements specific to late submission, extensions, alternative assessment practices and the resubmission of previously submitted assessment items.

2 Guideline Details

2.1 Initial Submission – Ecopy Online

- a) Online submissions must be submitted in the format specified in the unit outline.
- b) Students must take full responsibility for submitting assessments and ensuring the file is not corrupted and can be opened by the marker.
- c) Online submissions **not** submitted by the due date and time, will incur a late submission penalty (see Section 2.2 below).
- d) The submission date/time is indicated by the date/time that electronic submission is recorded in the College's system.
- e) If experiencing technical difficulties at home send an email to the Lecturer indicating what the technical issue and make every effort to submit the assessment item using the facilities at the College.

2.2 Initial Submission – Hardcopy in Person

- a) Hardcopy submissions must be submitted in the format as specified in the unit outline.
- b) Hardcopy submissions may be handed to the Lecturer in a specified, timetabled class, and/or and must submitted to Curtin College Reception between 8.00am and 4.00pm on the due date.
- c) Every assessment item requires the use of the Assessment Submission Coversheet.
- d) The time of submission must be noted on the Assessment Submission Coversheet, which is attached to the assessment item.
- e) If handing the completed assessment item directly to the Lecturer, please ensure that the Lecturer notes the time of submission.
- f) If submitting the assessment item at the College Reception, please ensure that the Assessment Submission Coversheet is date stamped by Reception.
- g) The College Reception will provide the Assessment Submission Receipt that also records the time of submission.

2.3 Late Submissions

- a) The Unit Coordinator is the person who determines if an assessment item can be submitted after the due date and time.
- b) The Unit Coordinator takes the following into consideration before deciding i.e., the student:
 - i. submitted the assessment item after the due date and time OR as agreed to in an Application for Assessment Extension;
 - ii. did not submit all the required components of the assessment task;
 - iii. lost a digital file and cannot submit in time;
 - iv. submitted a corrupt digital file (marker cannot open the file).
- c) Program Manager can approve late submission under special, compassionate or compelling circumstances.
- d) If a late submission of work is NOT approved, the following penalties will be applied:

Table 1: Unapproved Late Submission Penalties

Submission	Mark Reduction
Up to 24 hours late (1 day)	The mark is reduced by 5% of the total marks allocated for the assessment task.
More than 24 hours (1 day) late up to maximum of 168 hours late (7 days)	Day 1: The mark is reduced by 5% of the total marks allocated for the assessment task. Days 2 – 7: The assessment mark is reduced by a further 10% of the total marks allocated for the assessment item for each additional 24 hours period.
Beyond 168 hours (7 days) late	A mark of zero is recorded.

- e) It is the responsibility of the Lecturer to notify the student by email through the portal that a late assessment penalty has been applied.
- f) Lecturers must ensure that the email contains the following information:
 - i. Title of assessment item;
 - ii. The total value of the assessment item e.g. 20%;
 - iii. The value of the penalty/ies applied; and,
 - iv. Clear reasons for the final mark that has been awarded, particularly in those cases where no permission was granted to the student to submit the assessment item late i.e. it was an unapproved late submission.

2.4 Securing Approval for Late Submission

- a) Assessment Extension (Late Submission) is a process involving the formal permission for a student to delay the submission of an assessment task.
- b) Students must have an 80% attendance record to be considered for late submission.
- c) The request for an Assessment Extension may include:
 - i. the scheduled date/time of a test; or,
 - ii. due date/time for submission of an essay and/or report.

- d) An application for an extension must, wherever possible, be submitted three (3) days prior to the due date. If this **is not possible**, the application for extension must be submitted within two (2) calendar days of the submission deadline.
- e) All requests for extensions should be submitted via email to the Lecturer/Unit Coordinator including a completed Application for Assessment Extension form and all supporting documentation.
- f) extensions to submission times/dates need to include:
 - i. A completed Assessment Extension Form, which is available in the learning management system Moodle;
 - ii. Supporting evidence setting out the circumstances for requesting the delay (see the table below which sets out what is considered to be appropriate supporting evidence);
 - iii. A draft of the work already undertaken on the assessment item to demonstrate that work toward the assessment has commenced.
- g) Holidays **do not count** as acceptable circumstances for an assessment extension.
- h) If circumstances prevent the student from submitting the form within the prescribed timeframe, the Program Manager may exercise discretion and decide whether to accept or not, the delay in processing the form.
- i) The Lecturer will notify the student of the outcome of the request via an email sent to the student's official Curtin College email address.
- j) In line with the College's *Code of Conduct*, 80% attendance at class is a requirement for consideration of assessment extension.

Table 2: Requirements for Extensions

Circumstance	Documentation Required from Student
Student illness, injury or medical condition that prevents completion of the assessment by the original due date.	1. A medical certificate that covers the dates leading up to the original assessment submission date; or 2. a letter from a Counsellor; or 3. copy of student's Curtin Access Plan (CAP). Please note: statements from a pharmacist are not accepted
Commitments to participate in elite sport or other activities that warrant favourable consideration	Documentation such a letter from Coach or Team Manager to support the student's claim. Such evidence must be provided to the lecturer in advance of the assessment due date
Commitments to participate in emergency service or defence force activities (for example bushfire protection)	A letter from relevant authority clearly supporting the student's claim must be provided to the lecturer in advance of the assessment due date
Other reason/s such as religious custom or event, that prevents completion of the assessment by the original due date	Supporting documentation from a relevant authority e.g. a Priest, Rabbi, Iman, Pastor etc
Bereavement	A bereavement notice, letter from employer, practitioner or professional, statutory declaration, copy of accident report. In all cases the documentation is to contain the name, date and contact details of the person providing the evidence in relation to application for an extension of time.

Note: Working Days: are the days Curtin College reception is open (generally Monday to Friday 0800 to 1630).
 Calendar Days: refers to all seven (7) days of the week inclusive weekends and public holidays.

Table 3: Acceptable and Unacceptable Medical Documentation

ACCEPTABLE DOCUMENTS	UNACCEPTABLE DOCUMENTS
<ul style="list-style-type: none"> ▪ Medical certificate signed on official letterhead from a Medical Practitioner registered by the Medical Board of Australia ▪ Signed statement on official letterhead from a Dentist registered by the Dental Board of Australia ▪ Signed statement on official letterhead from a Physiotherapist registered by the Physiotherapy Board of Australia ▪ Support from Curtin College counsellor or valid Curtin College Learning Access Plan (LAP) ▪ Signed statement on official letterhead from: <ul style="list-style-type: none"> ✓ Curtin University’s Counselling and Disability Services; ✓ Valid Curtin Access Plan (CAP); or, ✓ Registered Psychologist/Therapist. ▪ Such statements must outline how circumstances have impacting the student’s ability to submit the assessment item on the due date 	<ul style="list-style-type: none"> ▪ Pharmacy Certificates ▪ Statutory Declarations ▪ Medical Certificates from practitioners that are not registered with the Medical or Dental Board of Australia. ▪ Medical statements from online services

- k) Normally, extensions will not be granted in situations such:
- i. A digital file has been lost; or,
 - ii. Submitting a corrupt digital file (marker cannot open the file)

Events such as these will be considered to be a ‘late application’ for extension to an assessment deadline (please see section 2.4 above).

- l) Normally, if an extension is granted, the time of the extension will be up to seven (7) calendar days after the original due date and time.
- m) The period of the extension may vary depending on the student’s other pending College commitments; the extension allocated must factor any such commitment into consideration to avoid causing undue and unreasonable stress for the student.

2.5 Unsuccessful Extension applications

- a) If a student is advised that their application for assessment extension has been unsuccessful, they must be informed of:
- i. their right to appeal; and,
 - ii. details on how to proceed with such an appeal; (see Appeals Policy Please refer to the Appeals Policy [HERE](#)).

2.6 Alternative Assessment Conditions

- a) Alternative assessment conditions include adjustments to the assessment in keeping with the **Access, Diversity, Equity and Inclusion policy** ([HERE](#)).
- b) Examples of adjustments can include, but are not limited to:
 - i. extended reading and/or working time;
 - ii. allowances for dietary requirements due to medical conditions; and,
 - iii. appropriate support person
- c) Alternative assessment conditions must align with the academic expectations of the unit of study.
- d) Students who believe they are eligible for special consideration for alternative assessment conditions are required to declare this at the time of application to the College.
- e) In the event a student does not declare at the application stage, it is still possible to make the request for special consideration through the Student Counsellor or the Lecturer concerned.
- f) Adjustments are facilitated via a Curtin College *Learning Access Plan* that has been developed with the Student Counsellor or, a Curtin University *Access Plan* (assessed and approved by Curtin University).
- g) Students eligible for a *Learning Access Plan* are encouraged to meet with the Curtin College Student Counsellor as soon as they have their study timetable, the earlier the better.
- h) A student may require a Curtin University *Access Plan* in the following circumstances:
 - i. A student is enrolled in a Curtin College Diploma in which certain units are Service Taught (delivered by Curtin University); *or*
 - ii. A student who presents with a case for special consideration that may require particular types of support and resourcing will be referred to the Student Counsellor, who will undertake an assessment to determine what support plan the student requires.
- i) Once a *Learning Access Plan* (LAP) has been established, or a Curtin University *Access Plan* has been registered the Student Counsellor will:
 - i. Obtain all necessary consent from the student to share their personal information;
 - ii. Inform relevant Lecturers and the relevant Program Managers that a LAP has been established;
 - iii. Place the student on the Student at Risk Register; and,
 - iv. Provide a copy of the *Learning Access Plan* to relevant stakeholders.

2.7 Resubmission of Previously Submitted Assessment Items

- a) A student who is repeating a unit will be expected to complete all assessment requirements as described in the current Unit Outline.
- b) Only in exceptional circumstances will a student be permitted to re-use assessment items used in the first attempt at the unit.
- c) A student may only include previously submitted material for the same unit with the written approval of the Unit Coordinator.

- d) The Unit Coordinator will, prior to giving approval for resubmission, provide advice relating to self-plagiarism, as necessary.
- e) Resubmitted work will be clearly annotated to indicate that it contains material that has been previously submitted.
- f) The student should submit the original assessment file and it should have a 100% match with no amendments. Following the submission, the student will receive the same mark as the previous submission.
- g) If the student opted to do a different topic to improve their marks, they cannot claim their previous submission's mark.