

Policy Owner	Academic Director
Contact Officer:	Academic Director
Document Number:	QTDIN011
Approved by:	Senior Management Group
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Related Documents:	Appeals Policy Assessment and Moderation Policy Progress and Attendance Policy Progression Rules for all courses Unit Outline

1. Hardcopy assessments must be submitted in the specified format to reception between 8.00am and 4.00pm by the due date or submitted as specified in the Unit Outline. Out of hours submissions should be left in the drop box in the second floor staffroom. The submission time is indicated by the date stamped by reception on the assignment or the time that electronic submission is recorded.
2. Students will have 10% of the total assessment mark allocated for the assessment deducted for each calendar day (or part thereof), the assessment is late without prior negotiation with the lecturer concerned. For example if an assessment item is worth 20 marks, 2 marks will be deducted from the student's mark awarded for each calendar day (or part thereof) late. Assessments will not be marked if they are submitted more than 7 calendar days (or part thereof) after the due date (or revised due date if an extension has been granted). Work submitted after this time (due date plus 7 calendar days or part thereof) may result in an F – NC (Fail – Not complete) grade being awarded for the unit.
3. Late submission of assignments will not be accepted for marking for assignments due in week 13. Where an assignment is not submitted by the due time in week 13, the marker will record a grade of 'Did not Submit' (DNS). If a student applies for a deferred assessment and receives approval, the interim mark will be DA and the student will have another opportunity to be assessed during the Deferred/Supplementary assessment period.
4. Extensions must be negotiated prior to the assessment due date as they will not be granted after the submission date and also are not available after the due time in week 13. Extensions may be granted by the Lecturer or Unit Coordinator or Program Coordinator for:
 - Medical grounds supported by a medical certificate;
 - Psychological grounds supported by a letter from Curtin University Counselling or an appropriate registered health professional;
 - Equity considerations as requested by a Counsellor (Disability) or Student Welfare;
5. Any other extenuating circumstances require approval of the Program Coordinator or Academic Director and will require additional supporting documentation. Extensions will not be granted in the situation where a student has lost a digital file or submits a corrupt digital file (marker cannot open the file) – students must take full responsibility for backing up files and submitting clean files.
6. Applications for extensions should be submitted via email to the lecturer who will notify the student of the outcome of the request by email.

Version (Date):	Improvements Made:
V1.4 (Aug 2016)	<ul style="list-style-type: none"> • Updated Items 1 and 5 • Changed working days to calendar days • Changed Unit Moderator to Unit Coordinator
V1.3 (March 201)	<ul style="list-style-type: none"> • Amended items 2, 3 and 4.