

Faculty of Science Guidelines

Guidelines Title	Penalty for late submission of assessment
Parent Policy/Procedure	Assessment in Coursework Units Policy
Date Effective	Semester 1, 2011
Review Date	2014
Guidelines Owner	Associate Dean (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	sci-education@monash.edu
Scope	This policy applies to all units taught by the Faculty of Science excluding Honours units where a different penalty applies.
Purpose	To provide a uniform policy on the penalties that apply for late submission of assessment, and so ensure equity. Students who cannot submit work by the due date because of illness or other special circumstances are covered by the special consideration policy.
GUIDELINES STATEMENT	

1. Unit Chief Examiners of the Faculty of Science must ensure that a penalty for late submission of assignments is applied consistently in all units taught by their school, according to the following:
 - 1.1. The penalty for assignments submitted late should be 10% of the maximum mark per day late or part thereof.
 - 1.2. Weekends and holidays should attract the same penalty as week days.
 - 1.3. No assignment can be accepted for assessment more than a week after the due date except in exceptional circumstances and in consultation with the Unit Coordinator.
 - 1.4. Small assessment tasks of a value of no more than 5% of the final mark may be exempted from the above rules if deemed appropriate by the unit Chief Examiner.
2. Students must be informed of this penalty through the Unit Guide and/or the instructions given for each individual assignment.

Responsibility for implementation	Heads of Schools
Status	New
Approval Body	Name: Faculty Board Meeting: 6/2010 Date: 17-November-2010 Agenda item: 5.2

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Endorsement Body	Name: Faculty Education Committee Meeting: 7/2010 Date: 20-October-2010 Agenda item: 2.1
Definitions	
Related Policies	
Related Documents	