

SCHOOL OF OPTOMETRY AND VISION SCIENCE

POLICY ON SUBMISSION OF ASSIGNMENTS

Submitting Assignments

There are two methods for submitting assignments and exercises for assessment. The lecturer who sets the assessment task will advise students which options apply.

1. Submission at the School office using the mail slot below the counter.
Assignments submitted at the School office must have the official blue cover sheet completed and attached to the front of the assignment. The mailbox is cleared each weekday at 5pm, and assignments received by this time are stamped with that day's date.
2. Submission directly to the lecturer who set the assignment, at a location and time specified by the lecturer, e.g. at the end of a particular lecture, or to the lecturer's office by a certain time.
The lecturer will advise whether a blue cover sheet must be completed and attached to the front of the assignment. Students should be aware that leaving an assignment under an office door (for instance) provides no evidence of time of submission or receipt of the assignment.

Penalties for Late Assignments

Late submission of assignments will normally attract a penalty of reduced marks. This is because late submission gives the student an unfair advantage over their peers in terms of time available to complete the assignment. Late submission of the assignment may also inconvenience the member of staff marking the assignment, particularly when time has been put aside specifically for marking.

Consequently, any assignments submitted after the due date and time of submission will normally attract a penalty as follows:

- 10% if submitted on the due date before 5pm, but later than the due time; or
- 20% per day if submitted after the due date; or
- 40% for assignments that are due on Friday and submitted on the following Monday.

The penalty is calculated based on the total possible marks for the assignment. In other words, a penalty of 20% on an assignment marked out of 40 will mean that the final mark is reduced by 20% of 40 (= 8 marks). Late assignments will be marked using the same marking schema as is used for on-time assignments, and then the total mark that is given for the assignment is reduced by the penalty amount.

EXAMPLE 1:

An assignment is due at the end of a lecture held from 9 to 10 am on Thursday. A student submits the assignment to the lecturer at 4pm on the same day. Because the assignment is late but submitted on the due date, a 10% penalty is imposed. The assignment is marked out of 100%. The student gains a mark of 75% in the assignment, but this is reduced to 65% (75% - 10%) due to the late submission penalty.

EXAMPLE 2:

An assignment is due at the end of a lecture held from 2 to 3 pm on Tuesday. A student submits the assignment to the lecturer at 9 am on Wednesday. Because the assignment is submitted on the day following the due date, a 20% penalty is imposed. The assignment is marked out of 50. The student gains a mark of 42/50 in the assignment, but this is reduced to 32/50 (42 - 10, or 42 - (20% of 50)) due to the late submission penalty.

EXAMPLE 3:

An assignment is due at the School office by 5pm on Friday. A student submits the assignment at 9 am on Monday. Because the assignment is submitted after the weekend, a weekend penalty of 40% is imposed. The assignment is marked out of 20. The student gains a mark of 12/20 in the assignment, but this is reduced to 4/20 (12 - 8, or 12 - (40% of 20)) due to the late submission penalty.

Students who are unable to submit their assignment on time for reasons of illness or other circumstances beyond their control may apply for waiver of the late submission penalty by completing and submitting a Request for Special Consideration form (available through the School Office), including supporting documentation (e.g. medical certificate). Please consult UNSW Policy and Processes on Special Consideration, which can be accessed at www.my.unsw.edu.au/student/atoz/SpecialConsideration.html. Note that an application for Special Consideration must be provided within 3 working days of the assessment to which it refers. In exceptional circumstances an application may be accepted outside the three-day limit.