

Faculty of Arts and Social Sciences

Postgraduate Coursework Policy on Late Work

These guidelines apply to all domestic and international postgraduate coursework students in the Faculty of Arts and Social Sciences and should be read in conjunction with the Academic Board Resolutions: Assessment and Examination of Coursework and the Faculty's Special Consideration policy.

I. Rationale and principles

It is in the interest of cohesion, clarity and student equity within the Faculty to have a single policy on late work. While it is acknowledged that marks and grades are a matter of academic standards, meeting deadlines is essential, for three reasons:

- It ensures that conditions of assessment are equitable for all students.
- It enables timely and coherent management of teaching and learning and administration of courses within the Faculty.
- Reinforcing the importance of carrying out tasks or duties effectively within a set time frame coincides with the Faculty's commitment to fostering key graduate attributes.

There is a range of procedures in place - extensions, disability management and special consideration processes, along with programs for students who are not meeting progression requirements - to enable any difficulties encountered by students to be taken into account.

Students who believe they have been unfairly penalised for lateness are able to appeal via the University student appeals policy http://sydney.edu.au/senate/policies/Ac_Appeals_Rule.pdf

II. Late work, extensions and special consideration

Students who encounter unexpected, short-term problems such as illness, injury or misadventure are strongly encouraged to make use of the range of procedures in place to mitigate such difficulties, including extensions, special consideration, special arrangements, etc. The University policy on these matters can be found on http://sydney.edu.au/ab/policies/Assess_Exam_Coursework.pdf

Where there are no grounds for an extension, special consideration, or special arrangement (including considerations related to disability or students at risk), late work will be marked down according to the guidelines set out in part III below.

III. Procedures for handing in work, due dates and late work penalty

1. Students must keep a copy of all assignments handed in.
2. All assignments, whatever the form of submission, must be accompanied by the cover sheet fully filled in, signed (in writing or electronically) and dated.

3. Assignments should normally be handed in at the relevant School office, either over the counter or in the assignment submission box. Online submission or submission during classes is permissible *only* by prior arrangement with the tutor or coordinator. *Under no circumstances* should assignments be slid under tutors' office door.
4. No assignment will fall due during a mid-semester non-teaching week, during any Common Week or during Stuvac week.
5. Late penalties apply from the day after the published due date.
6. The penalty applied is two *marks (out of 100) per day*. The Academic Board Policy mandates that 'day' refer only to working days (i.e. week days). So, an assignment due on Thursday 4 September and handed in on Tuesday 9 September, will count as 3 days late.
7. For the purposes of this policy, 'two marks' means two full points off the awarded mark, not two percent of the awarded mark.¹ So, an assignment due on Thursday 4 September and handed in on Tuesday 9 September, and awarded a before-penalty mark of 68%, will be awarded a final, penalised mark of 62%.
8. For assignments marked out of a maximum total other than 100, the penalty will apply pro rata. For example, for assignments marked out of 40, the penalty will be 0.8 marks per day.
9. Late essays or assignments will not be accepted (except where applications for special consideration are lodged) beyond the designated return date for the relevant written work.

In cases where documented misadventure or serious illness prevents students from submitting work before the designated return date an alternative assessment task will be set.

¹ The latter would result in a greater penalty being applied to higher-performing students, and there is no evidence to suggest that lateness automatically results in better performance on an assignment. Conversely, lower-performing students would have a reduced penalty, and there is no reason for mediocre students to receive a lighter penalty than others.

Endorsed by Faculty Board 17 October 2011