School of Physics
Late penalties on assessments
V1.3 – 26/2/15

TLC policy on late assessment is as follows:

- late submission of any assessment requires a special consideration application (see http://sydney.edu.au/science/physics/local/consideration.shtml) or it will incur a penalty.
- generally, we do not offer "simple extensions" to individuals. On occasions, an extension may be offered to an entire class, but we should not give extensions to individuals without documentation, and certainly not to some students when others have not asked for them and don't get the benefit.
- the default late penalty text for unit outlines should be:
  "Assessments submitted late without permission will incur an immediate late penalty equal to 10% of the maximum mark. 24 hours later a further 20% penalty will be imposed for assignments between 1 and 7 days late, with extra 20% penalties imposed after each one week period from the due date until the assessment is submitted or submissions are closed. For example, on an assessment given a mark of 7/10, the penalty would be 1 mark if submitted up to 24 hours late, resulting in a final mark of 6/10. If the assessment is submitted up to 1 week late, the final mark would be 4/10. An assessment will not ordinarily be accepted after a solution for the assessment is released or marked assessments are returned to other students."
- Staff should apply this policy wherever possible. However, this is not meant to tie the hands of individual lecturers offering more innovative assessments - e.g. the MasteringPhysics and MasteringAstronomy deadlines are certainly tougher than the default.
- Whatever is decided for each unit, default or otherwise, must be specified in the unit outlines.

Note that a deadline of (say) 5pm at the Physics Student Office means exactly that. An assessment may be accepted if Admin staff are still present shortly after 5pm, but students cannot assume that. Academic staff should not accept an assessment submitted after 5pm except with the understanding that it is late.

The 24 hour time limit may require late assessments to be accepted electronically.

Acceptance of assessments after submissions have closed may be allowed if accompanied by an appropriate statutory declaration.