Guide to the Presentation and Submission of Assignments

- Feel like screaming?
- Don't know what to do next.
- Tearing your hair out!!
- Read this guide for help.
## Contents

### SECTION ONE: APPROACHING ASSIGNMENTS POSITIVELY

1. INTRODUCTION 3  
2. GENERAL APPROACH TO ASSIGNMENT QUESTIONS 4

### SECTION TWO: KNOW THE RULES AND LEC REQUIREMENTS

1. TUITION POLICY 7  
2. PURPOSE OF ASSIGNMENTS AND SUBMISSION POLICY 8  
3. ASSIGNMENT POLICY 8  
4. FORMAT 10  
   (a) STYLE OF WRITING 11  
   (b) CITATION OF CASES 11  
   (c) CITATION OF STATUTES 12  
   (d) FOOTNOTES 12  
   (e) BIBLIOGRAPHY 12  
5. COLLABORATIVE LEARNING AND AVOIDING PLAGIARISM 13  
6. COMPULSORY ASSIGNMENTS 14  
7. ASSIGNMENT QUESTIONS 15  
8. LATE ASSIGNMENTS AND REQUESTS FOR AN EXTENSION 15  
9. SUBMITTING ASSIGNMENTS 16  
10. ASSIGNMENT RESULTS 17  
11. FEEDBACK 17  
12. ASSIGNMENT GRADING AND ASSESSMENT CRITERIA 17  
13. RETURN OF MARKED ASSIGNMENTS 19  
14. YOUR FEEDBACK 19

### SECTION THREE: ASSIGNMENT CHECKLIST

ASSIGNMENT SUBMISSION CHECKLIST 20

### SECTION FOUR: FREQUENTLY ASKED QUESTIONS

FAQ’S FOR ASSIGNMENTS 21

Illustrations on the front cover drawn by Geoff Leslie.
SECTION ONE: APPROACHING ASSIGNMENTS POSITIVELY

1. INTRODUCTION

During your legal studies, your understanding of legal concepts and your knowledge of the relevant law will be tested in two main ways: essays and problem questions. You will meet these not only in assignments, but also in exams. Most students are very familiar with essays, and adapt quickly to the demands of essays in legal subjects. However, one of the biggest challenges facing law students at the beginning of their course is to develop the skills required to answer a problem question well.

This guide has been prepared to:

- Provide you with a checklist to ensure that you have met all the requirements of the LEC with respect to submission of assignments;
- Help you understand what is expected by examiners;
- Point you to further resources which you may find useful; and
- Provide general guidance as to how to approach assignments, especially problem questions.

It is worth investing time in developing a strong style for answering assignment questions, especially problem questions. The skills you acquire and hone in successful assignment preparation are the same skills you require for examination success. They will also be useful legal tools in your professional life, and ensure that you have the foundation necessary to draw up various written documents, including advice to clients, Court submissions and briefs to counsel.

Assignments provide opportunities for you to develop your skills in answering problem questions and in essay writing. You will be expected to answer problem questions in your exams and many of the assignment questions are very similar to exam questions. Thus, you have an opportunity to practise your approach to analysing and arguing as you need to in an exam - but with the additional benefit of receiving feedback.

There is also a research element to preparing an assignment and you are encouraged to refine your techniques in searching for relevant material and incorporating it in your answer. These are necessary skills in legal practice.

Each assignment submitted should be your best attempt to answer the question and analyse the relevant issues and legal principles. If you are not familiar with legal research and writing, we would strongly encourage you to attend the Law Library legal research classes and tours at the beginning of the session. These classes are usually less than one hour but save many frustrating and fruitless hours later in the session when students are all trying to research assignment questions. Details of these classes and when they are held are set out in the Course Information Handbook.

In addition, some helpful publications are:

2. GENERAL APPROACH TO ASSIGNMENT QUESTIONS

To succeed in assignments, you should consider the following:

- **FOCUS ON WHAT THE QUESTION IS ACTUALLY ASKING** and not on what you hoped it would ask, or what you happened to find information about. The single biggest mistake students make is not reading the question carefully, and not addressing the issues raised by the question.

- **STRUCTURE YOUR ANSWER** to focus on the question asked. Background can be good and interesting and aid understanding, but be careful that it doesn’t swamp your answer and obscure what you are saying. A well-structured answer goes immediately to a discussion of the relevant issues. It has a beginning in which the relevant issues are raised, a middle which addresses the issues, and then a conclusion which sets out the conclusions reached as a result of the argument.

- **PROVIDE A LOGICAL STRUCTURE** which deals sequentially and completely with all the relevant issues. Most assignments will raise more than one issue. Deal with the first completely, and then move on to subsequent issues. Many students toggle backwards and forwards between a variety of issues, confusing themselves (and often the examiner).

- **SUPPORT YOUR ARGUMENT WITH RELEVANT AUTHORITY**, usually case law or statute. A legal argument does not rely on personal opinion – unless those personal opinions happen to be those of High Court judges expressed in the context of majority judgments in the leading case on an issue. It is very important that you support all your propositions with appropriate authority. Appropriate authority is most commonly case or statute law, rather than textbooks or lecture notes.

- **BE PREPARED TO ARGUE IN THE ALTERNATIVE** as the law is not always clear cut. Assignment (and exam) questions often test areas of the law which have not been finally settled, in which there is a divergence between Australian and other authority, or where a question turns closely on a comparison of the facts in the question to the facts in a particular leading case. Often the question may suggest two divergent outcomes. You need to develop the skill of arguing in the alternative, and ensure that you consider all possible alternatives.

- **A QUESTION WILL OFTEN BE IN SEVERAL PARTS.** This may be expressed, as in (a), (b) and (c), or it may be implied, as in “discuss”, “analyse” and “what are the advantages and disadvantages of”. Read each question carefully and make sure you answer every part of the question which has been set.
EXPRESS YOUR THOUGHTS CLEARLY IN GRAMMATICAL ENGLISH. Law students must have a high level of competence in using the English language. This means an ability to speak and write clearly and persuasively. It also means being able to read and listen with understanding.

Studying law involves intensive reading of a variety of materials. Law reports, legislation, text books, articles, all have distinctive styles. Within these categories there are also differences. Legal literacy demands a capacity to comprehend a range of written material efficiently and to communicate a response with precision.

Clarity of expression is the mark of a good law student and lawyer. Weaknesses in the English language and its expression will affect a law student's studies and assessment results with the potential for disastrous consequences.

Such weaknesses are not necessarily found only amongst students whose first language is not English. Many students, whatever their background, place themselves at a marked disadvantage by imprecise or inexpert use of language.

Students who wish to develop their skills in English expression should consider attending the Law Extension Committee’s “Language Skills for Lawyers” course.

PAY ATTENTION TO SPELLING, PUNCTUATION, AND PROOFREADING.
Some students alternate between pages of no capitals at all (not even for Australia, Constitution or High Court) but then Have Pages Where Almost Every Word Is Capitalised. Capitals will not be averaged out throughout the essay – they need to be used correctly. If you are not confident of your written English skills, you need to take appropriate steps to improve them. If you have a spell check facility, ensure that it is set to Australian (not American) English and use it.

IF YOU ARE NOT CONFIDENT THAT YOU CAN CITE, FOOTNOTE AND PREPARE A BIBLIOGRAPHY PROPERLY, THEN BUY A GOOD BOOK AND LEARN THESE ESSENTIAL SKILLS.
Bibliographies should not contain “further reading”; if you footnote, make sure the footnote is actually there; and cite from the primary source (i.e. the case) and not from a secondary source (i.e. the lecture notes or textbooks).

A note about “advise”
Most problem questions will set out a series of facts involving fictional parties and then ask students to “advise” one or all of the parties. Sometimes students are directed to provide advice about particular legal aspects; at other times they are asked to advise the parties generally. Such questions are asking you to discuss the relevant law in the light of the facts of the question. “Advise” questions, like any problem questions, are not merely theoretical exercises where you are required to discuss the law generally and in abstract terms. Nor should you provide “practical” advice on the facts without reference to the relevant law.
The proper approach to a question asking you to “advise” is to review the facts carefully to determine the legal issues which they raise. Having identified the relevant issues, you should next consider the appropriate law (and from which authorities – statute or case law – those legal principles are derived). Then you should apply the law to the relevant facts, and state your conclusions.

“Advise” does not mean put the best possible complexion on the facts and the law and provide only the “good news”. Just as in practice, your fictional clients need a balanced assessment of where they stand on the basis of current law. Your clients’ interests will not be served if you tell them they will win, when you should be advising them to turn up to court with their toothbrush.
SECTION TWO: KNOW THE RULES AND LEC REQUIREMENTS

The Law Extension Committee’s primary methods of assisting in your preparation for the Board’s examinations are:

- the lecture and weekend school programs in each subject;
- the research and resource provision through the Law Library; and
- the setting and assessing of assignments.

1. TUITION POLICY

It is important that every student understands the requirement to complete satisfactorily the LEC teaching program in each subject in which they are sitting for an examination. It is necessary to be thoroughly familiar with the relevant sections of the Course Information Handbook.

To be eligible to sit for the Board’s examinations you must first register with the LEC. Sometimes students assume they do not have to do this each semester, or that enrolling with the Board is sufficient. That is incorrect, and would be a breach of Rule 60 of the Legal Profession Admission Rules.

Secondly, you have to satisfy the requirements of the LEC for the subjects you are studying. This is required by Rule 63A of the Legal Profession Admission Rules. The LEC refers to this as “eligibility” and provides a report to the Board each session that lists students eligible to sit for the examinations. If you have not registered with the LEC, or have not completed the LEC program satisfactorily, you will not be eligible to sit for that examination.

If you have an application pending with the Board, you must still register with the LEC during the LEC registration period: your registration in that case is conditional upon a successful application, and you must inform the LEC if any change is necessary to your registration as a result of the Board’s decision.

Registration with the LEC ensures you have access to the online resources that are a necessary part of the LEC’s teaching and learning program, so in practical terms you need to register with the LEC in order to undertake your subjects.

To register with the LEC, go to www.sydney.edu.au/lec and click on the WEBCAMPUS link and follow the instructions. Detailed guides to the Webcampus are contained in the material distributed by the LEC, in the Course Information Handbook, and on the Webcampus.

Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known. If students have not received their enrolment confirmation letter from the Board within 3 weeks of lodging their enrolment application, they are advised to contact the Board’s Student Services Officer. A successful online registration with the LEC does not mean a student’s enrolment application has been processed and accepted by the Board.
2. PURPOSE OF ASSIGNMENTS AND SUBMISSION POLICY

From Winter Session 2011 (commencing April 2011), assignment results will contribute 20% to the examination mark in each subject.

Assignments are prescribed to ensure that you take the opportunity to refine your techniques of research, analysis and expression, and to give you feedback on them.

It is an integral part of the discipline of studying law that tasks are performed in a responsible and timely manner. Adhering to deadlines is an important aspect of this. Also, to be fair to all students, there must be a substantially equal amount of time available for each assessment task. Very early in each session you should make sure you will be able to adhere to the prescribed submission dates for compulsory tasks.

Assignment questions and due dates in all subjects can be found under Course Materials on the LEC Webcampus. Once you have registered online with the Law Extension Committee, you will have full access to all the facilities on the Webcampus. Presentation of written work is also a vital part of a professional discipline.

Please note that where an assignment has more than one part, all parts must be attempted. As a general rule, students who do not attempt to answer all questions in an assignment will not achieve a satisfactory result.

With regard to assessment and eligibility criteria relating to assignments, see pages 33 and 13 of the Course Information Handbook.

3. ASSIGNMENT POLICY

Assignments

Assignments are used to assess eligibility. Students are expected to achieve at least a pass mark of 50% in assignments to be eligible to sit for examinations. However, a category of “deemed eligible” has been introduced to offer students whose assignment mark is between 40-49% an opportunity to sit for the examination. In these circumstances students are often advised not to sit. A mark below 40% means a student is not eligible to sit for the examination.

Assignments as part of the Board’s Examinations

Assignment results contribute 20% to the final mark in each subject.

The Law Extension Committee (LEC) administers the setting and marking of assignments. The LEC engages the LPAB’s Examiners to assess or supervise the assessment of assignments.

Submission

Assignments must be submitted by the due date unless an extension has been granted. Extensions must be requested by email prior to the due date. Specific supporting
evidence must be provided. Assignments that are more than ten days late will not be accepted. Late assignments attract a penalty of one mark out of 20, or 5% of the total marks available, per day.

Prior to the examination, assignments will be returned to students and results posted on students’ individual results pages of the LEC Webcampus. Students are responsible for checking their results screen and ascertaining their eligibility to sit for the examination.

**Assessment**

Assignments are assessed according to the “Assignment Grading and Assessment Criteria” outlined in the Course Information Handbook and page 15 of this guide. Please note that these are more elaborated than the gradings used for final results. Prior to the examination, assignments will be returned to students and results posted on students’ individual results pages of the LEC Webcampus. Students are responsible for checking their results screen and ascertaining their eligibility to sit for the examination.

**Review**

Where a student’s overall mark after the examination is between 40-49%, the student’s assignment in that subject will be included in the Revising Examiner’s review. The final examination mark is determined in accordance with this review. Assignment marks will not otherwise be reviewed.

---

**Common Mistakes**

Common mistakes in student assignments, and ones that can be costly in terms of marks, include:

- Not submitting assignments by the due date;
- Not contacting the LEC before the due date if you have experienced exceptional circumstances and wish to be considered for an extension; and
- Not submitting the COMPULSORY assignment, resulting in ineligibility to sit the examination.

You are less likely to make these mistakes if you:

- Check the Webcampus to locate your COMPULSORY assignments;
- Check the Webcampus to ensure you have the correct updated question;
- Make sure you correctly record the due date for lodgment of your assignment;
- Make sure that you contact the LEC if you cannot meet the assignment deadline PRIOR to the due date;
- Check the Results section to ensure you assignment has been received and processed successfully.
- Check Webcampus regularly for any changes or notifications.
4. FORMAT

Make sure that your hard work is not compromised by ignorance of or failure to follow the specific submission rules that govern the presentation of assignments. See pages 31-32 of the Course Information Handbook.

- Assignments must be typed, not handwritten, and should be saved as a Microsoft Word or Rich Text Format (RTF) document. Students using Vista should remember to save their assignments as .doc. Assignments should be typed in BLACK text with a line spacing of least 1.5.

- Each page of your assignment must be clearly labelled by detailing in the header – your Full Name, Assignment Name and Page Numbers. Do not include your Student Number.

- Have adequate margins on each side for comments and corrections.

- You should use standard fonts no smaller than 12 point in size - except for footnotes, which should be 10 point size.

- Written work MUST have the standard LEC Assignment Coversheet as the first page detailing the following information:
  - Student’s Full Name;
  - Name of Subject;
  - Subject Number and Assignment Number
    (i.e. Legal Institutions Assignment 1 = 1.1, Legal Institutions Assignment 2 = 1.2);
  - A student declaration that the assignment is all your own work.

- Download the Assignment Coversheet provided in the Course Materials section. The coversheet will be the first page of your assignment. Save it with the name you intend to use for the assignment, and begin your answer on the second page. Make sure you complete the Assignment Coversheet by entering in your Full Name and Address Details and the date you lodged your assignment on the Webcampus. Next to “Signed”, type your name to acknowledge that the assignment is your own work.

- All assignments must be submitted electronically. Remember to always keep an electronic copy of your original assignment.

- Assignments are lodged online through the LEC Webcampus Submit Assignments section.

- Word limits must be adhered to. Refer to your relevant Subject Guide and Assignment Question for the word limit of each assignment. If there is no reference to the word limit, the assignment is to be a maximum of 2000 words. This word limit includes all footnotes but not bibliographies.
• Exceeding the word limit may result in marks being deducted.

• Late assignments (without an approved extension - refer to page 11) will result in a loss of marks.

• An assignment that does not conform to this format may be returned and you may be asked to re-submit it. This lack of attention to the requirements can result in you experiencing significant delays in receiving marks, feedback and advice about your eligibility to sit for the relevant exam.

(a) Style of Writing

• Assignments must be written in clear concise English. If an argument or idea is not expressed clearly or a statement is so vague as to be ambiguous or unclear, the marker may assume that the student does not understand the concept.

• Headings and sub-headings may be used to assist the development of an argument.

• Students must proofread work before submitting an assignment for assessment as corrected versions will not be accepted if an assignment has already been submitted. Students must ensure their spelling and grammar are correct.

• Please note that where an assignment has more than one part, all parts must be attempted and submitted as one document. As a general rule, students who do not attempt to answer all questions in an assignment will not achieve a satisfactory result.

A useful article to read is “Answering Problem Questions” by William L Morison. This article can be found on the LEC Webcampus in the Guides & Help section.

(b) Citation of Cases

• All cases must be fully cited the first time you refer to them. The citation (the details which allow the reader to find the case) may be included in the body of the essay or as a footnote, but must be included.

• You do not need to repeat the full citation each time you refer to the case. Good practice is to cite the case fully once and then indicate how you will refer to it for the balance of the essay – e.g. McPhail v Doulton [1971] AC 424 (McPhail’s case).

• If you are referring to, or quoting from, different sections of the same case, then you need to indicate the correct page (or paragraph) number each new time you refer to the case – e.g. McPhail’s case at 445.

• The names of the parties in a case should be underlined. Do not underline the “v” between the parties’ names.

• Care should be taken with the use of square and round brackets in citations. Square brackets are used when the year is an essential part of the citation. Round brackets
are used to indicate the year a case was decided but when it is not essential for locating the case. These cases depend on their volume number for their place in a series of law reports. Thus, McPhail v Doulton [1971] AC 424 is to be found in the 1971 volume of the Appeal Cases (AC) at page 424 and R v Cohen (1981) 28 ALR 129 was decided in 1981 and is to be found in volume 28 of the Australian Law Reports (ALR) at page 129.

- The citation of electronic decisions differs from citations of cases in law reports. Please refer to page 133 of Anita Stuhmcke’s book, *Legal Referencing*:

  - The parties are cited in the usual form (e.g. Smith v Jones);
  - The year the decision was handed down appears in square brackets after the parties (e.g. Smith v Jones [1998]);
  - Each court, tribunal or other judicial body is given a designator which follows the year. For example, the High Court is cited as HCA (e.g. Smith v Jones [1998] HCA);
  - The sequential judgement number for a particular year follows (e.g. Smith v Jones [1998] HCA 99); and finally
  - Paragraph numbers are essential in electronic citations as page numbers are meaningless. Paragraph numbers are distinguished from page numbers by the use of square brackets (e.g. Smith v Jones [1998] HCA 99 at [17]).

(c) Citation of Statutes

- Statutes should be cited by their short title and should be in italics or underlined. The jurisdiction should appear in brackets after the date and before a section e.g. *Trade Practices Act* (Cth), s80.

- When referring to a particular sub-section, use the numerical representation e.g. s10(2), not s10 sub-s 2.

(d) Footnotes

- A footnote should be used to refer to cases, articles or books in which propositions are laid down or particular matters are discussed. A footnote should not be used to make a substantive contribution to the line of argument.

- A footnote should appear at the foot of the page to which it relates (not at the end of the paper) and footnotes must be arranged in numerical order.

- It is important to use footnotes to refer to material that you have located from another source to avoid any issue of plagiarism.

(e) Bibliography

- All books and articles used in the preparation of the assignment should be listed alphabetically according to the author’s surname in a bibliography, which should be at the end of the assignment. Again, Anita Stuhmcke’s book (referred to on page 4) on legal referencing mentioned above would be a useful guide.
• A bibliography is different to and distinct from footnotes. If you are unclear about the difference please refer to Anita Stuhmcke’s book.

• The bibliography is **not** included in the word limit, but footnotes are.

5. COLLABORATIVE LEARNING AND AVOIDING PLAGIARISM

The Law Extension Committee encourages collaboration in learning. The active exchange of ideas is one of the most powerful teaching tools. In teaching, our teachers are encouraged to share their particular insights with students, and to be generous in the guidance they offer in bringing deeper understanding to the subjects they teach. Students are encouraged to ask relevant questions in class, to seek the opportunity to make serious comment, and to discuss the substance of lectures with fellow students.

The Law Extension Committee does not object to students making audio tapes of lectures for their own individual study and for their own study group purposes provided permission is requested of the teacher and the class is not disturbed. The Law Extension Committee does warn, however, against the sale or purchase of any notes purportedly transcribed from lectures or tapes of lectures.

It is vitally important that in examinations and in assignments the work submitted is your own. This does not mean that the ideas you put forward will be necessarily of your invention, but they should represent your considered response to a question with appropriate footnotes.

One of the most serious forms of academic misconduct is plagiarism, or seeking to use someone else's material as your own. It is similar to the offences in commercial and professional life of passing off, of misrepresentation, of deceptive conduct. If in doubt, acknowledge the source of your information. It is serious misconduct for a student to copy an answer to an assignment of another student, whether the student is a past or current student or a student doing a similar course at another institution. Students need to be especially careful not to appropriate the notes or electronic files of others.

The possible impact on a person’s study and career, as well as the deeper moral issue, should make avoiding the risk of plagiarism a fundamental priority. In relation to this, students’ attention is directed particularly to Rule 82 of the Legal Profession Admission Rule, which provides in part as follows:

“The Examinations Committee and the Law Extension Committee shall be vigilant to detect any cases of cheating in examinations or in home assignments ...”

The consequences of an allegation of plagiarism can be dire. After inviting a response to the allegation, the Examinations Committee may hold a formal hearing, chaired by a Judge.

If plagiarism is established, exclusion from the course, at least for a period of time, is likely. For a person intending to practise, there is the professional issue of character.
An appreciation of the distinction between plagiarism and collaboration allows for a rich and resourceful period of study followed by the intense learning experience of constructing your own analysis, synthesis, and presentation, and the satisfaction and fulfilment of personal achievement.

Points to remember:

- You should not paraphrase without acknowledging the source, use the ideas of or the wording of others as if they are your own original ideas or wording, or submit work that is of another student (it makes no difference whether that student is currently enrolled or has done the course previously or has done a similar course at another institution). In particular, students need to be very careful not to appropriate the notes or electronic files of others.

- Therefore, ALWAYS acknowledge the source of your information. As well as the deeper moral issue, the possible impact on a person’s study and career if caught plagiarising can be dire.

You should also consult the University of Sydney’s policy on plagiarism at [http://sydney.edu.au/ab/policies/Academic_Honesty_Cwk.pdf](http://sydney.edu.au/ab/policies/Academic_Honesty_Cwk.pdf)

- Submission of an assignment requires you to declare that it is your own work. By accepting this statement and handing in work that is not your own, you are submitting a false declaration which is a matter that may go to “good fame and character” when you seek admission as a solicitor.

6. COMPULSORY ASSIGNMENTS

Submission of an assignment is compulsory in each subject. Students must complete all compulsory assignments in that subject to be eligible to sit the ensuing examination. An assignment submitted in a previous session does not count towards the current session.

Assignment due dates are available in the individual Subject Guides and on the Assignment Question – please make a careful note of these due dates. Note that in subject 01 Legal Institutions both Assignment 1 and Assignment 2 are compulsory. In subjects, 02-26, there is one compulsory assignment for all students. All assignments must be submitted by the due date.

Assignment results will contribute 20% to the examination mark in each subject. This change to the LPAB’s assessment structure has been ratified by the Legal Profession Admission Board (LPAB) on the recommendation of its Examinations Committee. The Law Extension Committee (LEC) will administer the assignments.

The purpose of this change is to assess and acknowledge research and writing skills that are not necessarily so evident in examination performance. A qualification is more impressive when the results demonstrate achievement in a variety of academic environments.
There is also a change in the administration of deadlines. The Diploma in Law is a qualification with a professional orientation. An integral part of the discipline is the performance of set tasks in a timely and responsible manner. This aspect of assignment presentation is also being assessed, and marks will be deducted for late submission. There are other reasons for ensuring that assignments are submitted on time: it is necessary to ensure that marks are awarded fairly with regard to all students; markers need to be able to predict their workloads – we do not have full-time academic staff; and the topic becomes stale soon after the time for submission and it is often not feasible to set and mark an alternative topic.

While unforeseen occurrences can affect anyone from time to time, and we try to accommodate hardship, extensions on assignments can only be given where it is demonstrated that the delay is caused directly by an unforeseen event that even careful forward planning could not have overcome. An application must be accompanied by a sufficiently detailed medical certificate, or, in other extenuating circumstances, accompanied by a statutory declaration with specific detail, and evidence of unforeseen disruption to study.

Submission dates for assignments have been set relatively late in the semester to encourage students to plan in advance and not to be susceptible to last-minute intervening events.

It is vital that students plan, research and write their assignments in advance of the due date. Assignments are used both to assess eligibility and to produce a mark that counts towards assessment. Some students expend a lot of energy close to or after the due date seeking to justify the late or non-submission of an assignment – time that would have been much better spent working on the assignment.

Those students who fail to complete the compulsory assignment will be notified through the Results screen on the Webcampus before the examination period of their ineligibility to sit the examination.

7. ASSIGNMENT QUESTIONS

Assignment questions in all subjects can be found under Course Materials on the LEC Webcampus. Once you have registered online with the Law Extension Committee, you will have full access to all the facilities on the Webcampus in your subject.

8. LATE ASSIGNMENTS AND REQUESTS FOR AN EXTENSION

In cases of unforeseen hardship, typically illness or accident, we will try to provide an opportunity for a student to submit an assignment. The critical word here is “unforeseen”. All students should try to ensure that they are not vulnerable to last minute technology or workplace crises. Complete assignments ahead of the due date.

If, after taking these precautions, it is apparent that an assignment will not be submitted on time, it is imperative that you contact the LEC immediately by email prior to the due
date to seek an extension. Unless we are contacted prior to the due date, an extension cannot be granted.

Extensions will only be granted in exceptional circumstances. The Law Extension Committee will use its discretion to grant extensions, however as a general rule, an extension may only be granted based on serious misadventure or unforeseen medical grounds.

Pressure of work, holidays or family commitments generally are not valid reasons for an extension. Work pressures and family commitments will continue to be an issue throughout your working life and to complete the Diploma in Law successfully it will be necessary to learn to manage competing interests.

A request for an extension must be made in writing through the LEC Webcampus Submit Assignments section under Extensions. Alternatively, you may send an email to: enquiries@lec.pip.com.au.

The application must be accompanied by a specifically detailed medical certificate, or in other extenuating circumstances accompanied by a statutory declaration and evidence of unforeseen disruption to study.

Assignments that are more than ten days late will not be accepted. Late assignments attract a penalty of one mark out of 20, or 5% of the total marks available, per day. To illustrate the effect of this penalty – if the assignment is accepted five days after its due date the penalty would be 5 marks, or 25%. If accepted 10 days after the due date, the penalty would be 10 marks out of the 20 marks available. However, after ten days the assignment will not be accepted and the student will not be eligible to sit the examination.

9. SUBMITTING ASSIGNMENTS

Make sure you submit assignments to the Law Extension Committee by the due date in your Subject Guide and Assignment Question available on the Webcampus and in accordance with the instructions set out in this guide.

Please ensure you submit the correct version of your assignment and that your answers to individual questions are submitted as one document.

All assignments must be submitted electronically via the Webcampus. Upon successful submission, an auto-generated email will be sent to you with your tracking number and a copy of your submission; this is your record that we have received your assignment.

Please ensure you submit the correct assignment – not the assignment question, assignment draft, assignment coversheet or a blank document. It is your responsibility to check that you have attached the correct assignment at the time of submission. Do not submit the answers to individual questions separately as it will be assumed that it is a re-submission of one assignment and may not be marked.
If you are unable to submit your assignment through the LEC Webcampus then you must email your assignment to: lecass@pip.com.au. Do not email assignments to any other LEC or LPAB email addresses as these will not be accepted.

If it is impossible to submit your assignments online, please contact the LEC to make other arrangements on (02) 9392 0320.

Refer to Guides & Help on the LEC Webcampus if you are having difficulties lodging your assignment through the Submit Assignments section.

10. ASSIGNMENT RESULTS

The Results screen allows students to track the progress of assignments. Students are able to check:

- when an assignment was received,
- if the assignment is able to be read, and
- the mark.

Please check the Results screen three days after submission to ensure your assignment has been received and can be read before contacting the Law Extension Committee with an assignment query.

It is your responsibility to notify the Law Extension Committee after this time, if you become aware that your assignment is not recorded as having been processed or shows as “unable to open” or “file wrong format”. If this is the case, please ring the LEC office and have your tracking number and student number ready to provide to the Law Extension Committee staff.

Assignment marks will not be given over the phone to students.

11. FEEDBACK

Markers will make every effort to mark your assignment quickly but you should allow for at least 3 weeks. Comments by markers will address the aim of the question and the assessment criteria outlined in the next point.

12. ASSIGNMENT GRADING AND ASSESSMENT CRITERIA

There are ways you can increase your chances of a good grade. First, make sure you answer the question. It is surprising how many people either misread the question, answer only part of what is asked, or answer the question they would like to see on the paper rather than the one that is there. Organise your time. Plan your answer. While you will need a command of factual detail, many questions will want an argument from you. Identify issues. Explore the application of legal principles and doctrines. Weigh up competing claims.
Concise, coherent and clear writing should be a priority. The marker needs to see that you understand the issues you are writing about. Point form answers and executive summaries often don't do this. Be fluent, be logical, be direct. Presentation is also important. A consistent and thorough referencing style should be learned early. The test is whether the reader can easily find the source you are using from your reference.

Since assignments and examinations are very different in nature, a direct correlation between assignment results and anticipated examination performance is not possible. However, identification of your strengths and weaknesses in assignment writing will assist your exam preparation both in terms of understanding the content of the subject and in presenting your answers.

Assignments are assessed carefully and marks are reviewed before eligibility status is recorded. We do not have the resources to remark assignments but we will offer as much assistance as possible in clarifying and furthering understanding and analysis of issues. The grading and assessment criteria identified on the following page are cumulative - each level assumes that the characteristics of the one below have been satisfied.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark Grade</th>
<th>Mark Range %</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85% and above</td>
<td>Exceptional. Original application of thorough research and analysis.</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75% to 84%</td>
<td>Very high standard of critical analysis, extensive research and persuasive argument.</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65% to 74%</td>
<td>Logical and coherent analysis of issues and application of principles. High quality of expression.</td>
</tr>
<tr>
<td>PM</td>
<td>Pass with Merit</td>
<td>60% to 64%</td>
<td>Fluent, clear writing. Exhaustive identification of issues. Selection of appropriate principles.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50% to 59%</td>
<td>Demonstrates potential to pass examination. Recognition of scope of question. Identification of significant issues. Competent organisation and use of authorities.</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>40% to 49%</td>
<td>Some appreciation of the relevant facts but much work is needed in areas identified by the marker. Where an assignment mark is relevant to eligibility to sit for the examination, the result may be indicated as “deemed eligible”. See page 13 of the Course Information Handbook.</td>
</tr>
<tr>
<td>F</td>
<td>Serious Failure</td>
<td>Below 40%</td>
<td>If below 40% the work suggests the need for a thorough review of approach to assignment research and writing.</td>
</tr>
</tbody>
</table>
Marked assignments will be returned to lecture students by mail or in class. If you are an external student living outside of the metropolitan area, your assignment will be sent back to you in the post.

We will endeavour to post your assignment results on the Results section of the Webcampus as soon as possible.

Markers will attempt to mark the assignments as quickly as possible. However, please note that many of the markers are busy practitioners or academics. Do not wait for the return of one assignment before commencing any further assignment required or studying for the final exam.

As a general guide, you should allow at least three weeks for assignments to be returned.

This Guide has been produced in response to student needs. We would like to hear your views on whether it has been helpful, and where it might be improved. Please send comments and suggestions to enquiries@lec.pip.com.au.
SECTION THREE: ASSIGNMENT CHECKLIST

ASSIGNMENT SUBMISSION CHECKLIST:

Before submitting your assignment, check that:

☐ You have downloaded the current version of the Assignment Question available on the LEC Webcampus.

☐ You have made a careful note of the assignment due date stated in your Subject Guide and on the Assignment Question.

☐ You have downloaded from the Webcampus and completed the Assignment Coversheet and included it in the assignment document for submission as one document. The coversheet will be the first page of your assignment. Save it with the name you intend to use for the assignment, and begin your answer on the second page. Make sure you complete the Assignment Coversheet by entering in your Full Name and Address Details and the date you lodged your assignment on the Webcampus. Next to “Signed”, type your name to declare that the assignment is your own work.

☐ It is typed in a font no smaller than 12 point, the line spacing is at least 1.5 and there are adequate margins on each page. Note: If there are specific requirements relating to the assignment presentation on the Assignment Question for a particular subject, please follow those specific instructions.

☐ Your assignment is saved as a Microsoft Word or Rich Text Format document.

☐ It contains a header with your full name, assignment name and page numbers (do not include your LPAB Student Number on any page).

☐ You have not exceeded the word limit. (Remember, the word limit does include footnotes but does not include the bibliography, headers and Assignment Coversheet).

☐ All assignments must be submitted online (electronically) on the due date by 9.00AM through the Webcampus Submit Assignments section. If you are unable to submit through the Webcampus for any reason, then you must email your completed assignment to: lecass@pip.com.au.

Finally, check that:

☐ The file you are submitting contains the Assignment Coversheet, the answers to all questions asked and contains your bibliography in one document. You may only submit once – make sure you are submitting your final, complete copy – not a draft, and not half an answer.

☐ Keep a record of your tracking number and the automated “receipt” email as proof of lodgement.

☐ Check the Webcampus Results screen. It is your responsibility to notify the Law Extension Committee if, three business days after submitting the assignment, you become aware that your assignment is not recorded as having been processed or shows as “unable to open”, “blank document” and “wrong file format”. If this is the case, please ring the LEC office immediately on (02) 9392 0320 and email your assignment to lecass@pip.com.au.

☐ If you have not received either an automated email or a tracking number, then this would indicate your online lodgement has not been successful. Please ensure that you have submitted your assignment correctly. We suggest you check your spam folder, check we have your current email address on the system and check the Results screen to see if your assignment has been lodged successfully.

☐ You have kept an electronic copy of your assignment.
SECTION FOUR: FREQUENTLY ASKED QUESTIONS

FAQ’S FOR ASSIGNMENTS

What if my assignment is due in a couple of days but I have fallen ill and won’t be able to finish it on time?

You can email the LEC and ask for an extension to the due date for your assignment. You will need to submit a detailed medical certificate as evidence of your illness. You MUST do this BEFORE the due date of your assignment. The LEC will contact you within 2 working days to tell you if the extension has been granted or not.

What if I have had to take on more responsibility at work and haven’t had time to complete my assignment?

Work commitments are not considered sufficient reason to grant an extension so you need to submit your assignment on time or you will be penalised at a rate of 5% a day (or 1 mark out of 20).

What if I submit my assignment 2 days late?

You will be penalised for each day the assignment is late at a rate of 5% a day (or 1 mark out of 20). In this example, that would be 10% or 2 marks out of 20.

What if I submit my assignment 2 weeks late?

Assignments will only be accepted up to 10 days after the due date. Any assignment received after this time will NOT BE ACCEPTED for marking.

What if I have been granted an extension but I am still ill and cannot submit my assignment by the extension date?

You need to submit a new request to the LEC for another extension to the due date. This will need to be supported by additional medical documentation. However, your assignment must be submitted no later than 10 days after the original due date.

What if I was granted an extension but I don’t submit my assignment until 3 days after the extension date?

Then your assignment will be penalised for each day after the extension date that the assignment is late, at a rate of 5% a day (or 1 mark out of 20). In this example, that would be 15% or 3 marks out of 20.

What if I think I submitted my assignment but I’m not sure it went through?

If your assignment was successfully submitted you will have received a tracking number at the time of submission as well as a confirmation email. These are your proof of submission and allow the LEC to track the submission electronically if there is a problem, so keep them until your assignment is returned to you. If you can’t see the confirmation email in your inbox try looking in your spam folder.
You should also check your Webcampus ‘Results’ screen for confirmation that your assignment has been registered as submitted. If there is a problem with the file you submitted, a message will be left for you there.

If nothing appears on your ‘Results’ screen after 3 days, please contact the LEC.

What if I can see a message on my Webcampus ‘Results’ screen that says “Wrong File Format” or “Unable to open file” next to my assignment submission?

These messages mean that there is a problem with the file that you submitted and you need to re-submit it in the correct format.

What if, after three working days, I can’t see my assignment registered as submitted on my ‘Results’ screen?

Then the LEC has not received your submission and you should contact the LEC as soon as possible. Remember to have your tracking number to hand to help with tracing your submission. You may be asked to re-submit your assignment.

What if I forgot to submit my assignment?

If it is within 10 days of the assignment due date, then submit it as soon as you realise your error. If it is after this time, you will not be eligible to sit the exam and will need to take the subject again.

What if I submitted an assignment 2 weeks ago but I haven’t got my marks back yet?

Don’t worry! It usually takes 3 or 4 weeks for the assignments to be marked and returned to you in the post. Sometimes it is longer, though we try to avoid this.

What if I get 45% for my assignment?

You will be ‘Deemed eligible to sit’ the exam. This means that though you have not passed the assignment the LEC will allow you to sit the Board’s exam in this subject.

Please note: A mark between 40% and 49% indicates that you have not fully grasped the fundamentals of the subject and you may want to consider not sitting for the exam and retaking the subject at a later date.

What if I get less than 40% for my assignment?

You have not demonstrated adequate understanding of the subject matter so will not be eligible to sit the exam.

What if the mark written on my assignment doesn’t match the mark I see on the Webcampus ‘Results’ screen?

Contact the LEC. There may have been an administrative error and we will need to check our records. It may be necessary for you to send the assignment back to the LEC for verification.
What if my assignment marks have been added up incorrectly?

Contact the LEC. There may have been an administrative error and we will need to check our records. It may be necessary for you to send the assignment back to the LEC for verification.

What if everyone else in my subject can see their results on Webcampus but I can’t see mine?

Firstly, log out and back in to Webcampus as this may refresh your screen. If this does not work then contact the LEC.

What if I am unhappy with my assignment result, can it be remarked?

There is no remark facility for assignments. However, where a student's overall mark after the examination is between 40-49%, the student’s assignment in that subject will be included in the Revising Examiner’s review. The final examination mark is determined in accordance with this review. Assignment marks will not otherwise be reviewed.

Assignment results will contribute 20% to the examination mark in each subject, do I still have to be eligible to sit the examination?

Students are expected to achieve at least a pass mark of 50% in assignments to be eligible to sit for examinations. However, a category of “deemed eligible” has been introduced to offer students whose assignment mark is between 40-49% an opportunity to sit for the examination. In these circumstances students are often advised not to sit. A mark below 40% means a student is not eligible to sit for the examination.