



Policy Document Administrator	Director of Teaching & Learning
Policy Document Approver	Teaching and Learning Committee
Responsible Body/Person	Teaching and Learning Committee
Next Review date	9 May 2028
Superseded documents	Extensions Policy Late Penalties Policy
Related documents	
Related HE Standards	1.1, 1.4, 1.5
Related National Code Standards	
Glossary	Definitions for any words in Bold in this document can be found in the Policy Glossary . The first instance of each defined term has been outlined in bold.

1. PURPOSE

To ensure consistent application of penalties for the late submission of assessments in cases where no extension has been granted.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all AUT **students** enrolled in **coursework awards**.

4. POLICY STATEMENT

The **University** is committed to the equitable treatment of students in relation to assessment. When students submit assessment exercises after the due date without authorisation, **AUT** will ensure fairness to students through consistent measures applied as late penalties. Students may apply for an extension of the time allowed for completion of an assessment task. This policy outlines the processes for applying for extensions. Late Penalties apply to assessment exercises submitted after the due date without an extension, or submitted after a revised due date without authorisation.

5. POLICY APPLICATION

Extensions

5.1 The granting of an extension to a unit **assessment item** should only be granted in the case of special circumstances, and in proportion with the period of time and the impact that the special circumstances have had. The **extensions officer** of an **Affiliated College** may grant an extension if he/she is satisfied that special circumstances apply to the student that are:

- beyond the student's control; and
- make it impracticable for the student to complete the assessment(s) during the period in which the student was to undertake the assessment(s).

- 5.2 The extensions officer will be satisfied that the student's circumstances are beyond the student's control if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

Special circumstances that would make it impracticable for the student to complete the assessment instrument(s) could include issues beyond the student's control in relation to:

- a. medical circumstances; or
 - b. family circumstances; or
 - c. personal circumstances; or
 - d. employment related circumstances; or
 - e. course of study related circumstances.
- 5.3 All applications for extensions on assessments must be in writing and be received by the extensions officer of the affiliated college before the due date of the instrument of assessment. The extensions officer may waive the time limit for making the application only if s/he is satisfied that it was not possible for the student to apply within the time limit.
- 5.4 Extensions of assessments may only be granted if the assessment has not yet been attempted and submitted.
- 5.5 Each application will be examined and determined on its merits. The extensions officer will consider a student's claims, together with independent supporting documentary evidence that substantiates these claims. All applications made on medical grounds will normally require a doctor's certificate that covers the period in question.
- 5.6 Applications, together with all supporting documentation, should be held in the student's file. From time to time the **AUT Office** may conduct an audit of the application of this policy. If requested by the **Vice-Chancellor** or the **University Registrar**, this documentation should be made available.
- 5.7 Assessments for which extensions have been granted must be completed within the period of extension granted by the extensions officer, which may be no later than the final date of the examination period of the semester in which the unit has been delivered for semester-length units. If further time is required, the student must apply for a Deferred Assessment, for which the deadline must be set by the affiliated college in accordance with the circumstances affecting the student. However, a Deferred Assessment may only be granted up to the end of the First week of August for first semester units, and end of the first week of February for second semester enrolments. Reasonable alternate dates may be set by a college for units taught in intensive mode.
- 5.8 Heavy employment or study workload, church involvement and poor time management are not normally grounds for granting an extension.
- 5.9 The University also suggests that affiliated colleges may also wish to consider the timetabling of assessment tasks, to assist in reducing the number of assessments simultaneously due for a student.

Late Penalties

Penalties for late submission

- 5.10 Unless an extension has been applied for and granted in accordance with this policy, where a student submits an assessment past its due date, the assessment marks will be reduced at the rate of 5% of the total possible marks for the assessment item per calendar day, up to ten (10) days late.
- e.g. For an assignment worth 50%, a student receives a mark of 40/50. However, the student has handed in their assignment ten (10) days late, such that they receive a 50% penalty, reducing their mark by 25 to 15/50.
- 5.11 If an assessment is submitted after ten (10) days late, a mark of zero will be awarded for the assessment upon submission of the completed assessment.
- 5.12 Students must complete all assessments in order to pass a unit. If a student has not submitted an assessment by the final date of the examination period of the semester in which the unit has been delivered for semester-length units and has not applied for an extension, the assessment will be deemed as a non-attempt, and consequently the student will receive a failing grade for the unit.
- 5.13 As a result of the application of this policy, students may receive a fail grade for the assessment exercise and the unit affected as a result of the imposition of late penalties.

Take Home Exams

- 5.14 For take-home exams where the window between the release of the take-home questions and the submission date/time is greater than 48 hours: Where a take-home exam is submitted late, the assessment marks will be reduced at a rate of 12% of the total possible marks for the assessment item per calendar day (or part-day), up to a maximum of three (3) days late. After the third day late has passed, the student shall receive a mark of zero for the item (i.e. if the item is submitted 72 hours late, or more, the awarded mark shall be zero).
- 5.15 For take-home exams where the window between the release of the take-home questions and the submission date/time is 48 hours or less: No late submissions will be accepted of take-home exams under these circumstances. Students submitting after the assessment item deadline will be awarded a mark of zero.

Further attempts at assessments

- 5.14 In cases where an affiliated college registrar is satisfied on the basis of the evidence available that it is probable that a student has been unable to submit an assessment instrument such as a quiz, test or forum post due to illness, misadventure, or an unavoidable and/or unexpected technological error, the college may offer the student another attempt at the assessment.

6. QUALITY ASSURANCE

Unit Field **Moderators** will ensure that this policy is implemented satisfactorily in relation to the application of late penalties. Affiliated College **academic staff** are responsible for appropriate identification on marked scripts and/or mark sheets where late penalties have been applied.

7. RELATED DOCUMENTS AND LEGISLATION

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Coursework Committee	20 th October 2017	20 th October 2017	New (Late Penalties)
2	Academic Board	21 November 2017	21 November 2017	Addition of 5.2-4 (Late Penalties)
3	Coursework Committee	19 February 2021	22 Jan 2022	Change of penalty from 3% per day to 5% per day (5.1.1) & max no. of days to 10 days. (Late Penalties)
4	Coursework Committee	16 April 2021	22 Jan 2022	Change 5.2 & 5.3. (Late Penalties)
5	Teaching & Learning Committee	9 May 2025	9 May 2025	Consolidation of Late Penalties and Extensions Policy

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