

LATE PENALTIES POLICY

Responsible officer	EO of Coursework Committee
Contact	Cathy Harris (charris@actheology.edu.au)
Approved by	Coursework Committee
Responsible Body	Coursework Committee
Approval date	16 April 2021
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Review date	05 February 2023
Superseded documents	none
Related documents	Extensions Policy
Student Lifecycle Stage/s	Learning

1. PURPOSE

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

2. DEFINITIONS

ACT is the *Australian College of Theology Limited*.

ACT Registrar is the officer of the **ACT** who manages academic administration and performance assessment.

Affiliated College is an institution approved to offer an accredited higher education award of the **ACT**.

Assessment is the evaluation and measurement of student performance.

Assessment instrument is an essay, exam or other exercise used to assess student performance.

Coursework is work done by a student within a unit of study to a set curriculum and **assessment** schedule.

Fail is a result below 50% in an assessment or unit.

Registrar is the registrar or equivalent officer of an **affiliated college**.

UQAF is the Unit Quality Assurance Form of the **ACT**.

3. SCOPE

This policy applies to all ACT coursework students.

4. POLICY STATEMENT

The Australian College of Theology is committed to the equitable treatment of students in relation to assessment. When students submit assessment exercises after the due date

without authorisation, the ACT will ensure fairness to students through consistent measures applied as late penalties. ACT students may apply for an extension of the time allowed for completion of an assessment task under the *Extensions Policy*. The *Late Penalties Policy* applies to assessment exercises submitted after the due date without an extension. It also applies to assessment exercises granted extensions but submitted after the revised due date without authorisation.

5. PRINCIPLES

5.1 Penalties for Late Submissions

- 5.1.1 Unless an extension has been applied for and granted in accordance with the *Extensions 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.

- 5.1.2 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.
- 5.1.3 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.
- 5.1.4 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.

5.2 Take Home Exams

- 5.2.1. 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).
- 5.2.2. 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.

5.3 Further Attempts at Assessments

- 5.3.1 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. RELATED LEGISLATION

None.

7. REFERENCES

University of Divinity

<https://divinity.edu.au/study/grading-and-assessment/>

Curtin University

<https://policies.curtin.edu.au/local/docs/policy/Assessment and Student Progression Manual.pdf>

Macquarie University

https://www.mq.edu.au/courses/open_universities_australia/welcome_to_online_learning/assignment_submission_procedure/turnitin_assignment_submission_procedure/

Alphacrucis College

<https://www.ac.edu.au/ppm/assessment-policy/>

Melbourne University (Faculty of Education)

<https://education.unimelb.edu.au/study/current-students/extension-assessment-information-and-policies#:~:text=Assessment%20tasks%20submitted%20after%20the,the%20assessment%20task%20is%20late.>

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Coursework Committee	20 th October 2017	20 th October 2017	new
2	Academic Board	21 November 2017	21 November 2017	Addition of 5.2-4
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.
4	Coursework Committee	16 April 2021	22 Jan 2022	Change 5.2 & 5.3.

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