



LATE PENALTIES POLICY

Responsible officer	<i>Registrar, Simon Davies</i>
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Approved by	Academic Board
Responsible Body	Coursework Committee
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Superseded documents	none
Related documents	<i>Extensions Policy</i>
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 3% of the total possible marks for the assessment item per calendar day, up to fourteen (14) 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 30% penalty, reducing their mark by 15/50 to 25/50.

5.1.2 If an assessment is submitted after fourteen (14) 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 Where a take-home exam is submitted late by a student, penalties shall apply at twice the rate applicable to other assessments (currently 6% per day late, rather than 3% per day as with other assessments), and that the student receive a mark of zero after the seventh day late has passed (i.e. if the item is submitted late by eight (8) days or more).

5.3 Assessment Instruments such as Quizzes, Class Tests and Forum Posts

5.3.1 All assessment instruments such as quizzes, class tests and forum posts, whether completed in person or online, are to be considered as "examinations," and if a student fails to attend or upload their assessment piece by the required date and time, they shall receive a mark of zero for the relevant quiz, test or short exam.

5.3.2 Where an approved UQAF includes such assessment instruments as a series of quizzes, tests or forum posts as a single item that for the purposes of



assessing eligibility for completing the relevant unit, the student will be deemed to have submitted/attempted the assessment item if they have submitted/attempted at least some (but not necessarily all) of the elements of the instrument in question.

5.4 Further Attempts at Assessments

5.4.1 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

none

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

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