

School Policy on Late Submissions of Assignments in Under- and Postgraduate Units of Study

DATE revised: 27 February 2009

This policy concerns late submission of written assignments and applies to all units of study offered solely by the School of Biological Sciences.

It is the responsibility of the teaching team: (i) to agree to the late penalty for assignments for the unit of study, and (ii) to inform all the students, in writing, about the policy at the beginning of each semester (e.g., via WEBCT or the manual used in practical classes).

POLICY

Written assignments submitted after a deadline may incur a maximum penalty of 10% (10 points out of 100) for every 24 hours after the deadline (weekends and public holidays included). There is no minimum penalty.

For example, if the student's mark was 70 out of 100 for a given assignment, then the maximum penalty for every 24 hrs is 10 points (10% of the value of the assessment), not 7 which is 10% of the mark.

Students may, with permission from the relevant unit of study officer, submit late work electronically via WebCT or e-mail to the relevant person in charge (i.e., usually the Unit Executive Officer). When a hard copy is required, it is to be submitted on the next business day. The two copies of work will be compared and if they differ from one another, the time of the latest submission will be used in measuring out the penalty.

Students cannot submit an assignment for assessment after the assignment has been marked and returned to other students, unless it has gone through the special consideration process.

When special circumstances prevent a student from submitting his/her written assignments on time, he/she is responsible for (i) obtaining a Special Consideration Form, and (ii) supplying it, with the relevant material supporting their case, together with the assignment.

END-OF-POLICY