



## Late Submission Assessment Policy and Procedure

09112020\_v1.0

Name:	<b>Late Submission Assessment Policy and Procedure</b>
Approved by:	Academic Director
Date Approved:	09.11.2020
Approved by:	General Manager - Technology & Design Division
Date Approved:	09.11.2020
Implementation Owner	Student Services (T&D)
Maintenance Owner	Academic Director
Review Date	09.11.2021

1) Purpose	2
2) Scope	2
Section 2 – Late Submission Assessment Policy	2
Section 3 – Reference and Supporting Information	2
1) Definitions	2
2) Supporting documentation	3
1. Section 4 – Change History	5



## **Section 1 – Introduction**

### **1) Purpose**

The purpose of this policy is to clarify the penalties associated with students submitting assessments (not including examinations) beyond the published due date.

### **2) Scope**

All students and staff of the Academy of Information Technology Pty Ltd (AIT) across all campuses.

## **Section 2 – Late Submission Assessment Policy**

All written assessments must be made on or before the due date at 11:55pm and in the form indicated on the assessment brief and in the subject outline.

All presentation assessment documentation is due at 11:55pm, the evening before your class.

It is the responsibility of individual students to ensure that any assignment submitted in electronic form is readable and generally accessible by the assessor. Accidentally un-copied data, OR corrupt data, OR data copied in an unreadable format OR the use of defective disks or other storage media is not acceptable as a submission.

In these cases, assessors will be obliged to treat the assignment as uncompleted. Students are required to retain a copy of all assessments submitted.

All non-examinable components that are submitted without an official extension granted by the teacher will be penalised by the reduction of 5% per day until the reduction reaches a 25% deduction of the mark granted. Cumulative penalties beyond 25% of the mark granted will not be applied.

Assignments submitted beyond five days after the due date will not be assessed and will automatically receive a fail grade with a mark of (0) zero in line with AIT Subject Outlines, to pass a subject a minimum requirement is that ALL assessments must be submitted by the student during the term. In some cases, a passing grade for one or more assessments is also required.

## **Section 3 – Reference and Supporting Information**

### **1) Definitions**



## Late Submission Assessment Policy and Procedure

09112020\_v1.0

Word/Term	Definition
n/a	n/a

## 2) Supporting documentation

Document name	Document type	Location
Access and Equity Policy	Policy	Website
Assessment Policy	Policy	Website
Fees, Withdrawals and Refunds Policy	Policy	Website
Grievances, Complaints and Appeals Policy	Policy	Website
Student Code of Conduct	Policy	Website/LMS
Student Handbook	Handbook	Website
Under 18 Years Student Management and Supervision Procedure	Procedure	Website
U18 International Students Guideline	Procedural Guide	Website
ESOS Act 2000	Legislation	External
National Code 2018	Regulatory Standard	External
Higher Education Support Act 2003	Legislation	External
Education Legislation Amendment (2020 Measures No. 1) Act	Legislation	External
VET Student Loans Act 2016	Legislation	External
TEQSA Threshold Standards 2015 (aligns to TEQSA Threshold Standard 1.3, 1.4, 2.4)	Regulatory Standard	External
ASQA Standards for RTO's 2015 (aligns to Standard 1.7, 5.4, 6.1-6.6)	Regulatory Standard	External
Privacy Act 1988	Legislation	External



## Late Submission Assessment Policy and Procedure

09112020\_v1.0



1. Section 4 – Change History

Version	Approval date	Department	Approved by	Change
V1.0	9 November 2020	Group Accreditation & Compliance	Group Manager	Update to new template
		Technology & Design Division	General Manager	