SCHOOL OF OPTOMETRY AND VISION SCIENCE

POLICY ON SUBMISSION OF ASSIGNMENTS AND REQUESTS FOR EXTENSION

According to the UNSW Assessment Implementation Procedure, "Except where the nature of an assessment task precludes its electronic submission, all assessments must be submitted to an electronic repository, approved by UNSW or the Faculty, for archiving and subsequent marking and analysis."

Moreover, the policy states that "Course outlines will:

- Stipulate methods and deadlines for submission or completion of assessment tasks and penalties for late submission/completion including the deadline for absolute fail (i.e. after which the task will not be assessed); and
- Provide information on the process for requesting and approving extensions for submission or completion of assessment tasks."

If the course outline does not stipulate the above (as in beginning of 2022, when this policy was revised), the course outline (or an announcement on Moodle in week 1 of the term) should indicate where the above information can be found, i.e. refer students and staff to this document when it is posted on the SOVS website.

Submitting Assignments

Assignments should be submitted via Moodle (electronic submission). This includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle.

If your assignment requires submission of a pair of glasses/contact lenses, these may be submitted via the Assignment submission box at the Student Enquiry office (North Wing, Rupert Myers Building, Room 3.003); however the accompanying report should be submitted via Moodle.

Given that some assessments are very difficult to mark online, the lecturer who sets the assessment task may require that hard copy be submitted in addition to the online submission. Hard copy must be **submitted directly to the lecturer at a location and time specified by the lecturer**, e.g. at the end of a particular lecture, or at the lecturer's office by a certain time.

The lecturer will advise whether a cover sheet must be completed and attached to the front of any hard or soft copy of the assignment. Students should be aware that leaving an assignment under an office door (for instance) provides no evidence of time of submission or receipt of the assignment.

Assessments must NOT be submitted to the School office at either the counter or by using the mail slot below the counter.

Due dates

If the assessment task is to be electronically submitted and no hard copy is required, the due date will be as written in the course outline.

If both electronic and hard copies of the assessment task are to be submitted, the online and hard copy should both have the same due date and time. For example, if the assessment is due at the end of a lecture on Thursday at 4 pm, both hard copy and online soft copy are due on Thursday at 4 pm. This is to avoid confusion about which deadline 'counts' with regard to applying any penalty. The assignment is not considered to be submitted until both hard and soft copy are submitted (if both are required).

Penalties for Late Assignments

Late submission of assignments will normally attract a penalty of reduced marks. This is because late submission gives the student an unfair advantage over their peers in terms of time available to complete the assignment.

Consequently, any assignments submitted after the due date and time of submission will normally attract a penalty as follows:

- 5% per day,
- for all assessments where a penalty applies,
- capped at 5 days (120 hours) from the assessment deadline, after which the student cannot submit an assessment, and
- no permitted variation.

The penalty is calculated based on the total possible marks for the assignment. In other words, a penalty of 5% on an assignment marked out of 40 will mean that the final mark is reduced by 5% of 40 (= 2 marks). Late assignments will be marked using the same marking schema as is used for on-time assignments, and then the total mark that is given for the assignment is reduced by the penalty amount.

Requests for extension to submit an assessment task.

To apply for an extension of time to submit an assessment task, you need to follow UNSW procedure in applying for Special Consideration.

If a chronic or on-going problem is affecting your ability to submit an assessment task on time, you must contact Equitable Learning Services (ELS) well before the assessment is due, ideally at the beginning of the term, to arrange possible needed special provisions.

NOTE that all lecturers are encouraged to use the anti-plagiarism software for all assignments.