

SCHOOL OF OPTOMETRY AND VISION SCIENCE
POLICY ON SUBMISSION OF ASSIGNMENTS AND REQUESTS FOR EXTENSION

According to the UNSW policy on assessment implementation, “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 2018, when this policy is new), the course outline (or an announcement on Moodle in week 1 of the session) should indicate where the above information can be found, ie 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. Late submission of the assignment may also inconvenience the member of staff marking the assignment, particularly when time has been put aside specifically for marking.

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

- 10% if submitted on the due date but later than the due time.
- 10% if submitted within one hour of the due date/time when the due time is close to midnight.
- 20% per day if submitted after the due date; or
- 40% for assignments that are due on Friday and submitted the following Monday.

The penalty is calculated based on the total possible marks for the assignment. In other words, a penalty of 20% on an assignment marked out of 40 will mean that the final mark is reduced by 20% of 40 (= 8 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.

Deadline for absolute fail (i.e. after which the task will not be assessed)

Given that 20% per day is the penalty for assignments submitted after the due date, once an assignment is 5 days late, the mark for that task will be 0 and the task will not be assessed. If a weekend is involved, the following example will be followed:

If an assignment is due Friday, and is

- submitted the following Monday: 40% penalty, or
- submitted the following Tuesday: 60% penalty, or
- submitted the following Wednesday: 80% penalty
- submitted the following Thursday or later: 100% penalty, and task may or may not be assessed to provide feedback, depending on lecturer's opinion.

The late submission penalty will not reduce the mark for any assignment to a negative number. Zero will be the lowest mark given.

EXAMPLE 1:

An assignment is due at the end of a lecture held from 9 to 10 am on Thursday. The student submits the online requirement at 8 am on Thursday, but submits the hard copy of the assignment to the lecturer at 4 pm on the same day (Thursday). Because the assignment is late but submitted on the due date, a 10% penalty is imposed. The assignment is marked out of 100%. The student gains a mark of 75% in the assignment, but this is reduced to 65% (75% - 10%) due to the late submission penalty.

EXAMPLE 2:

An assignment is due online only, at 11:55 pm, Tuesday. A student submits the assignment online at 12:01 am on Wednesday. Because the assignment is submitted late but within 1 hours of the due time of almost midnight, a 10% penalty is imposed. The assignment is marked out of 50. The student gains a mark of 42/50 in the assignment, but this is reduced to 37/50 (42-5, ie 42- (10% of 50)) due to the late submission penalty.

EXAMPLE 3:

An assignment is due (both hard copy and online) at 5 pm on Friday. The student submits the online assignment at 8 am on Sunday and submits the required hard copy at 9 am on Monday morning. The assignment is not considered submitted until 9 am Monday morning. Because the assignment is submitted after the weekend, a weekend penalty of 40% is imposed. The assignment is marked out of 20. The student gains a mark of 12/20 in the assignment, but this is reduced to 4/20 (12-8, ie 12- (40% of 20)) due to the late submission penalty.

EXAMPLE 4:

An assignment is due (both hard copy and online) at 5 pm on Friday. The student submits the online assignment AND the required hard copy at 8 am on following Tuesday. Because the assignment is submitted after the weekend, a weekend penalty of 40% is imposed. A further 1 day's penalty (1 x 20% = 20%) also applied. The assignment is marked out of 20. The student gains a mark of 12/20 in the assignment, but this is reduced to 0 (12-12, ie 12- (40% of 20 = 8) - (20% of 20 = 4)) due to the late submission penalty.

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 Disability Services (formerly known as SEADU) well before the assessment is due, to arrange possible needed special provisions.

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