

AUSTRALIAN COLLEGE OF THEOLOGY

Late Penalties Policy

The following policy is to ensure consistent application of penalties for the late submission of assessments in cases where no extension has been granted, and to guide affiliated colleges in the task of granting extensions to students with special circumstances.

Late Penalties

Unless an extension has been applied for and granted in accordance with the Late Penalty 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 **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 10 days late, such that they receive a 30% penalty, reducing their mark by 15/50 to 25/50.

If an assessment is submitted after **14** days late, a mark of zero will be awarded for the assessment upon submission of the completed assessment.

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.

Extensions

The granting of an extension to a unit assessment item should only be granted in the case of special circumstances, and in proportion with the period of time and the impact that the special circumstances have had. The extensions officer of an affiliated college may grant an extension if he/she is satisfied that special circumstances apply to the student that are:

- beyond the student's control; and
- make it impracticable for the student to complete the assessment(s) during the period in which the student was to undertake the assessment(s).

The extensions officer will be satisfied that the student's circumstances are beyond the student's control if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

Special circumstances that would make it impracticable for the student to complete the assessment instrument(s) could include issues beyond the student's control in relation to:

- (a) medical circumstances; or
- (b) family circumstances; or
- (c) personal circumstances; or
- (d) employment related circumstances; or
- (e) course of study related circumstances.

All applications for extensions on assessments must be in writing and be received by the extensions officer of the affiliated college before the due date of the instrument of assessment. The extensions officer may waive the time limit for making the application only if s/he is satisfied that it was not possible for the student to apply within the time limit.

Extensions of assessments may only be granted if the assessment has not yet been attempted and submitted.

Each application will be examined and determined on its merits. The extensions officer will consider a student's claims, together with independent supporting documentary evidence that substantiates these claims. All applications made on medical grounds will normally require a doctor's certificate that covers the period in question.

Applications, together with all supporting documentation, should be held in the student's file. From time to time the ACT office may conduct an audit of the application of this policy. If requested by the Dean or the ACT Director of Academic Services, this documentation should be made available.

Assessments for which assessments have been granted must be completed within the period of extension granted by the extensions officer, which may be no later than the final date of the examination period of the semester in which the unit has been delivered for semester-length units. If further time is required, the student must apply for a Deferred Assessment, for which the deadline must be set by the affiliated college in accordance with the circumstances affecting the student. However, a Deferred Assessment may only be granted up to the end of the First week of August for first semester units, and end of the first week of February for second semester enrolments. Reasonable alternate dates may be set by a college for units taught in intensive mode.

Heavy employment or study workload, church involvement and poor time management are not normally grounds for granting an extension.

The ACT also suggests that affiliated colleges may also wish to consider the timetabling of assessment tasks, to assist in reducing the number of assessments simultaneously due for a student.

Academic Board
14 November 2014