

Guideline for Extensions and Late Submissions of Assignments

a) Assessment Extensions for Undergraduate Courses

Time management is an important attribute for your overall success as a student and in preparing you for your future role as a registered nurse or midwife. As a student you are required to submit your assignment on the due date and to do this you need to successfully manage your time.

Resources to assist with time management are available through the Learning and Teaching website at the following address: <http://w3.unisa.edu.au/counsellingservices/balance/workload.asp>

Extensions to assessment task will follow the University of South Australia [Assessment Policies and Procedures Manual \(APPM\)](#) clause 7.3 - Extension to complete an assessment task.

All assessment extensions requests must be:

- submitted via the Learnonline site to the Course Coordinator
- lodged **two (2) working days prior** to the time and date that the assessment item is due
- include a reason for the extension request *
- All requests **must** be supported with documentary evidence for example, medical certificate.

Requests for an extension greater than 7 days will only be granted under extenuating circumstances and at the discretion of the Course Coordinator and relevant Program Coordinator and/or Program Director.

Late applications for an extension will be rejected.

Reasons for request	Documentary Evidence
Medical or compassionate circumstances	As outlined in the APPM clauses 7.9 - 7.10
Special Circumstances	As outlined in the APPM clauses 7.11

*The following examples are **not** grounds for requesting an extension:

- Assessment tasks in another course due within a similar timeframe.
- Computing problems
- Work commitments
- Social commitments such as recreation leave, domestic or international travel
- Scheduled clinical placement

Note: Please be advised that in approving an extension request, the School will take into consideration students' extension request history. An application may be rejected if no documentary evidence is provided.

b) Late Submission of Assignments

Late submission of assignments will result in a penalty. The penalty for late submissions will be:

1. a deduction of **10 marks per day or part day**, for each day that the assignment is late up to a maximum of 5 days.
2. assignments which are **more than 5 days late** will not be marked and will be assigned a **zero grade** inclusive of non-graded pass work.

Example 1: *If you submit a paper one and a half days late you will receive a penalty of 20 marks. Your paper will be marked and the 20 marks will be deducted from the mark which you would have obtained if your paper was submitted by the due date. A paper which was given a mark of 70/100 but was submitted 2 days late will receive a final mark of 50.*

Example 2: *A paper due 11.45pm on Monday and submitted **after** 11.45pm on Saturday will not be marked and assigned a zero grade. Considerations of unexpected or exceptional circumstances are as per Assessment and Policy Procedure Manual Sections 7.8 – 7.11*

c) Once an extension is granted, the extended due date is final.