

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 rep15(ev)10b submitted directly to the lecturer

**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 given in the course outline.

**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.