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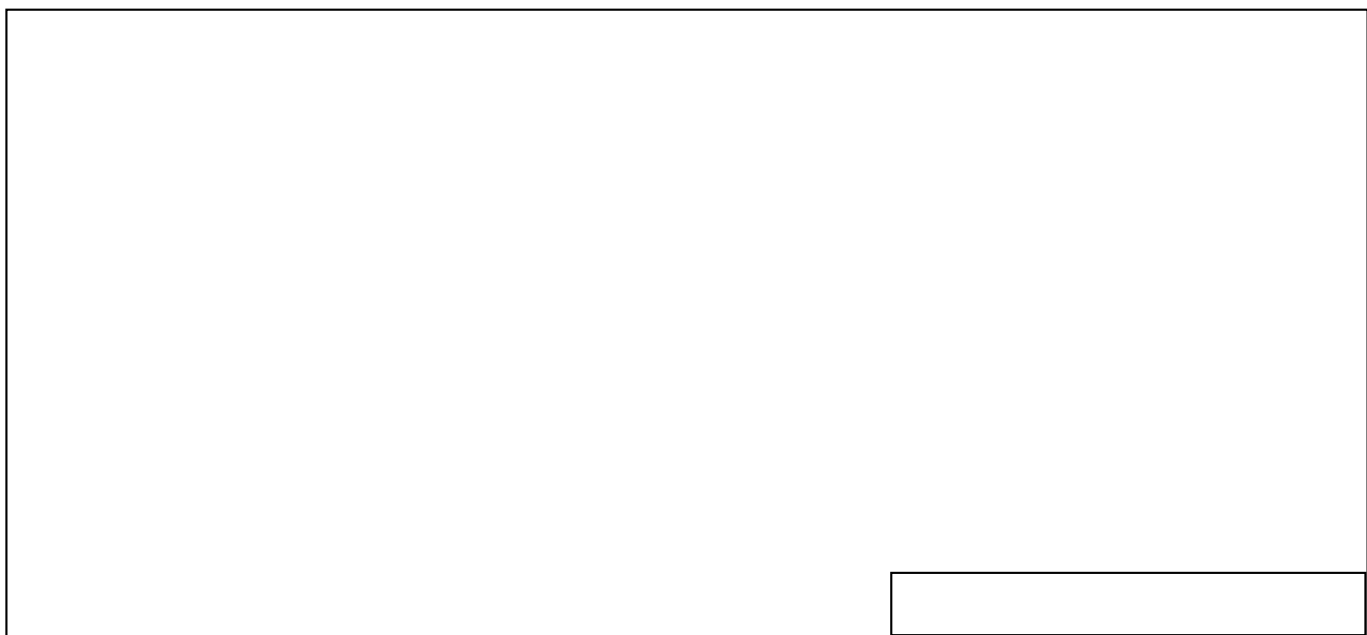
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Submission of Assessment Tasks

The School has developed a guideline to help you when submitting a course assignment.

We encourage you to read a copy of every assignment submitted for your own record either in hardcopy or electronic form.

All assignments must have an assignment cover sheet attached.

Course Completion

Course completion requires submission of all assignment items. Failure to submit all assignment items may result in the award of an Unsatisfactory (Failure) grade for the Course unless special consideration has been submitted and approved.

Late Submission of an Assignment

Full marks for an assignment are only possible when an assignment is received by the due date. Work submitted later without an approved extension by the course coordinator or delegated authority is subject to a late penalty of five per cent (of the maximum mark possible for the assignment item. The late penalty is applied per calendar day (including weekends and public holidays) for the assignment item. There is no pro-rata of the late penalty for submissions made part way through a day. This is for all assignments where a penalty applies.

Work submitted more than five days late (is already more than 120 hours) will not be accepted and a mark of zero will be awarded for that assignment item.

For some assignment items, a late penalty may not be appropriate. These will be indicated on the course outline, and submissions will require a mark of zero if not completed by the specified date. Examples include:

- Weekly online tests or laboratory work or that a small proportion of the subject mark, or
- Online quizzes where answers are revealed to students on completion, or Professional assessment Tasks where the intention is to create an authentic assessment that has an absolute submission date, or Pass/all assessment Tasks.

We understand that this may mean you may not be able to submit an assignment on time, and the School will accommodate any fair and reasonable extension. We would rather you review the NSW Special Consideration guidelines—see section below.

Special Consideration

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