

# Academic Programs Committee Policies & Procedures Assessment Policy

## Assignment Submission and Return

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THE UNIVERSITY OF  
MELBOURNE

SCHOOL OF HEALTH SCIENCES

### Publication of policy

The assignment submission and collection policy will be published on the Nursing and the Social Work websites.

Nursing: [www.nursing.unimelb.edu.au](http://www.nursing.unimelb.edu.au)      Social Work: [www.socialwork.unimelb.edu.au](http://www.socialwork.unimelb.edu.au)

### Policy Rationale

The School of Health Sciences, University of Melbourne will have an assignment collection process that ensures consistency, equity and access for all students.

### Definition

An assignment is a written component of assessment for a subject which may be in the form of an essay; practical appraisal, portfolio, take-home examination or other written assessment task to be submitted in part or whole for a result for a given subject.

## SUBMISSION OF ASSIGNMENTS

### Submission Deadlines

All assignments must be submitted to the Student and Academic Programs Office by 4.30pm on the due date, unless stated otherwise. Where an assignment is handed in within half an hour following this deadline it will not incur a marking penalty. This rule is not intended to extend the official deadline. An assignment submitted after 5.00pm will be regarded as 31 minutes late, not 1 minute late. Fax copies will not be accepted.

### Requests for Extension to Submission Deadline

Extensions will only be granted in extenuating circumstances and must be requested at least one working day prior to the assessment deadline.

Approvals of extension applications are made by the Student and Academic Programs Office. Students are advised to contact the Student and Academic Programs Office as soon as it becomes evident that an extension is required.

In cases where an extension is granted for a cohort of students e.g. for clinical subjects, individuals will not be required to apply for extensions.

### Grounds for the Approval of Extensions with Respect to the Submission of Assignments

The reasons given by a student for an extension must be in accordance with the following guidelines and in all circumstances must be supported by relevant documentation. The duration of the requested extension must be reasonable and justified by the documentation.

Guidelines with respect to the kinds of circumstances that may lead to an approval of an extension application include the following:

- A student is unwell or injured.

- The death or diagnosis of a serious illness of a close family member or friend.
- Illness of a child or parent /guardian for which the student is the primary care giver.
- An unforeseen event that substantially impacts on the preparation of an assignment.

Please note:

- Computer failure will NOT be considered a valid reason for the late submission of assignments, and extensions will not be granted as a result of computer failure. Software crashes, disk failures and printing difficulties are an unavoidable aspect of using a computer and should be anticipated and planned for.

### **Cover Sheets**

All assignments must be submitted with a School of Health Sciences assignment cover sheet\*, which should be completed and signed by the student. Cover sheets can be collected from Student and Academic Programs Office at the School of Health Sciences. Cover sheets are also available on the Nursing and Social Work websites under *Current Students* menus. It is the responsibility of each student to ensure that his/her assignment pages are securely fastened together, including the cover sheet. Work not accompanied by the School coversheet will not be accepted.

\*Fieldwork social work subjects require a separate designated cover sheet for learning contracts, and Mid and Final Placement reports. These are available from the Fieldwork Office, room 506, or via the Learning Management System (LMS) for the relevant fieldwork subject.

### **Assignment Presentation**

Presentation requirements may vary between subjects. For specific presentation instructions students should refer to the subject-specific outlines, however, the following is a guide to standard presentation requirements:

- Assignment pages should be identifiable only by the inclusion of the relevant student number and subject code on each page. This allows "blind" marking of assignments.
- Assignments must be typed using double spacing and size 11 or 12 font
- Text must be left justified and presented with margins of at least 2cms (right margin) and 4cm (left margin)
- All pages must be numbered consecutively from the title page
- Referencing must conform to American Psychological Association (APA) guidelines
- A reference list must be included with each assignment and a bibliography submitted if appropriate

### **Submitting by post**

Mailed assignments must be sent, together with a coversheet, by registered mail or express post. Assignments submitted by post must be posted by the assignment deadline and a receipt retained as proof of postage and provided upon request. Assignments posted by the deadline are accepted as meeting the submission deadline. Assignments posted after the deadline will be deemed late and appropriate penalties will apply. The University takes no responsibility for material lost or damaged in the post.

### **Submitting in person**

#### ***Business hours***

Assignments should normally be submitted during the School's business hours between 9am and 5pm.

#### ***After hours***

Assignments submitted in person after hours should be deposited in the designated submission box on Level 5, 234 Queensberry Street.

For other locations, please see your subject outline or subject coordinator

### **Submitting online**

Assignments may be submitted electronically for online (distance) subjects only.

### **RETURN OF ASSIGNMENTS**

Assignments together with marks and feedback will be available for collection from the Student and Academic Programs Office. Students are required to show their student ID in order to collect their assignments.

Uncollected assignments will be retained for at least 6 months following release of final results in the relevant subject. Following this period, any assignments remaining in the School will be securely destroyed.

### **Return of Assignments for Social Work fieldwork subjects**

Social Work learning contracts and practicum reports will not be returned to students. It is the student's responsibility to ensure they retain a copy of or learning contracts and practicum reports. Students must make the copies *prior to submission* to the School. Feedback for the learning contracts and placement reports will be given at liaison meetings on a separate feedback sheet.

### **Assignment Marks**

Marks that appear on assignments are not final until ratified by the appropriate meeting of the Board of Examiners.

### **Penalties**

Failure to submit an assignment by the agreed deadline will result in a penalty of the deduction of 10% of the total marks allocated to the assessment component for each day that the assignment is late. Assignments submitted later than 5 working days after the due date will not be marked, and will receive no marks.

Up to 5% of the total marks allocated to the assessment component may be deducted if attention is not given to spelling, grammar and sentence construction.

Up to 5% of the total marks allocated to the assessment component may be deducted for non-compliance with referencing guidelines.

Any piece of work which falls short or exceeds the stipulated word limit by more than 10% will result in the deduction of 10% of the total marks allocated to the assessment component for each 10% under or over the word limit. The maximum penalty for exceeding the word limit is a cap of 50% on the result for that piece of work.