

## SA.12 POLICY ~ LATE ASSIGNMENTS

<b>APPROVED BY</b>	ACADEMIC BOARD	<b>VERSION</b>	2023
<b>REVIEW STAKEHOLDERS</b>	▪ TE TAIURUNGI, PRINCIPAL	Last reviewed	2017 S
	▪ ACADEMIC DEAN	Published	March 2023
	▪ HEADS OF SCHOOL	Review period	3 YEARS
		Next review	2026

### 1 PURPOSE

This policy sets out the processes for when a student perceives that they will not be able to submit an assignment by the due date, and when a student submits a late assignment.

### 2 PRINCIPLES

An important quality of professional practice is integrity and the ability to develop good personal time management skills, considering the need in professional circles to meet deadlines. The submission of assignments on time is viewed as one aspect of these character traits; however, it is also recognised that situations arise where it is difficult to meet deadlines set for assignments. It is the student's responsibility to manage their time and plan their workload, and secondly, to respond appropriately and with integrity to unexpected situations that occur.

### 3 POLICY

To pass any course, all attendance and assignment requirements must be completed (as per General Academic Regulations). The emphasis on the outworking of this policy is on students taking responsibility for their own work and planning.

### 4 EXTENSION NEGOTIATION

- 4.1 An extension, in level 5 courses and above, will only be approved in exceptional circumstances such as, but not limited to, illness, family illness or bereavement, accident, or other such personal misfortune. Poor planning is not an exceptional circumstance.
- 4.2 If a student cannot complete work by the assignment deadline, they should fill out an extension form (available from BTI online) and take it to the Course Coordinator (or equivalent). Extensions must be applied for three (3) working days before the published due date. In extreme circumstances this guideline may be waived.
  - (a) In the event a student has tested positive for Covid-19, the student is to inform the Course Coordinator within 24 hours, and a new due date for the assignment is to be negotiated with the Course Coordinator.
- 4.3 When appropriate, the educator/Course Coordinator will confer with cohort mentor/Ngā Maunga Āwhina prior to approving and assigning a new due date (which would normally be no longer than one week).
- 4.4 If an extension is approved, the educator/Course Coordinator emails the completed Assignment Extension form to the student and cohort mentor/Ngā Maunga Āwhina where it is uploaded to a shared file (i.e., SharePoint). The cohort mentor/Ngā Maunga Āwhina monitors their use.
- 4.5 Students must submit Assignment Extension Application forms with their assignment.
- 4.6 Cohort Mentors/Ngā Maunga Āwhina have the discretion to approve further extensions in exceptional circumstances (on a case-by-case basis).
- 4.7 If the extension is not approved, the educator / Course Coordinator informs the student.

4.8 During the extension negotiation process, educators may identify students who might benefit from pastoral care involvement, further assistance in time management skills, or it may lead to a review of the student's learning programme.

## 5 LATE SUBMISSION OF ASSIGNMENTS

5.1 Assignments submitted after the due date, without an extension, will be penalised according to the following chart:

Original Grade	Within the first week	One to two weeks
A+ A A-	A A- B+	A- B+ B
B+ B B-	B B- C+	B- C+ C
C+ C	C C-	C- D+

**NB: The assignment will drop one grade - 5% (5 marks out of 100) per week if it is late.**

5.2 If the assignment is more than two weeks overdue, it will receive a 'did not complete' (DNC)

5.3 All students who regularly fail to submit assignments by the due date will be contacted by their Educator, Cohort Mentor (School of Teacher Education) or Ngā Maunga Āwhina (School of Social Practice) for a studentship meeting.

5.4 Where student's work is of a passing grade, but due to lateness is awarded a D+ or lower, this does not constitute a failing grade for moderation and course terms purposes, and therefore:

- a. There is no option for the student to resubmit the work. If the assignment were submitted on time, it would have passed, and therefore the penalty affects the mark received but does not alter it as a passing assignment.
- b. The assignment is not required to be moderated as a failing grade.
- c. Where course terms require passing grades, this assignment grade passes.

# ASSIGNMENT EXTENSION APPLICATION

## STUDENT TO COMPLETE THIS SECTION

**Student Name:**

**Student Number:**

**Programme:**

*Having read the policy on late assignments ([linked here](#)), I wish to apply for an extension:*

**Course Name:**

**Course Coordinator/Educator:**

**Assignment Number:**

**Assignment Name:**

**Due Date:**

**Reason:**

**Is this your first assignment extension (for any course) this semester? Yes/No**

**Student Signature:**

***What to do next:***

- 1. E-mail or hand this form to the course coordinator/educator, who will confer with your cohort mentor/student support team when appropriate (see policy procedures) before approving and returning to you.*
- 2. Attach any supporting evidence to this application.*
- 3. If approved, attach the signed copy to your assignment when submitting.*

## COURSE COORDINATOR TO COMPLETE THIS SECTION

**Course Coordinator / Educator Signature:**

**New Due Date:**

*Return this form to student, and cohort mentor/student support, as per policy procedures.*

# Assignment Extension Process

**Student** locates Assignment Extension Application on BTIonline



**Student** reviews Late Assignment policy (SA.12) hyperlinked to Assignment Extension Application to determine whether their request meets the guidelines.



**Student** submits Assignment Extension Application to course coordinator/educator at least 3 **working** days before due date.

