Context
This document outlines the School’s summary of assessment submission.

Principles
Where possible, student assessment items should be lodged via electronic submission (e.g. Blackboard) so it can be checked via plagiarism detection software (e.g. Turnitin).

If hard copies are also required, they should be lodged via the Faculty’s assignment collection area on Level 2 of the Hawken Engineering Building.

An assignment coversheet, signed by the student, should accompany all submissions.

Assessment due dates
The University’s General Award Rules do not allow assessment of any kind to be due during Revision Week.

Hard copy assessment is due between 9:00am and 12:00 noon on the due date, enabling staff to sort the assessment prior to leaving work for the day.

Collection of assessment for marking
The course coordinator (or nominated delegate – e.g. tutor/demonstrator) collects the assessment from the Faculty’s assignment collection area for marking.

Course coordinators can check the submission date and time for individual submissions.

Detection of plagiarism/collusion
If a piece of assessment appears to involve plagiarism or collusion, please contact the School Manager for advice.

Student requests for an extension
The course profile sets out penalties for late submissions of assignments.

The School has a standard late submission policy. Late submissions will in most cases receive a zero mark. Students must submit an extension form with evidence attached (e.g. medical certificate) to the School office for consideration by the Head of School. Administrative staff email the student and course coordinator the outcome of the application.

Feedback on assessment
Students are entitled to receive timely feedback on their performance on a piece of assessment. For information on feedback, remarks and changes of grade, see the School summary on Extensions, final results and feedback.
Return of marked assessment

Marked assessment, once recorded, should be alphabetised and returned to the Faculty’s assignment collection area for return to the student. Faculty staff will email students to advise them their assessment is ready for collection.