

## **Department of Agricultural and Plantation Engineering**

### **Guidance on late submission**

This guidance are applicable for any continues assessment component Eg. Assignment, Lab reports, Mini projects, case studies etc. submitted after the due date mention in the activity dairy.

#### **Definition of late submission**

Any work that has been submitted after a due date has passed is classed as late except in cases where an extension has already been agreed via mitigating circumstances and procedures. There should be no discretionary periods or periods of grace.

#### **Application of penalties for late submission**

Where an extension is not granted or work is submitted late without a request being made, marks will be deducted as follows:

- Up to 24 hours late, loss of 10% of the mark awarded.
- Over two (02) weeks late loss of 15% of the mark awarded.
- Over one (01) month loss of 25% of the mark awarded.
- After one (01) month late, the assignment will not be accepted for marking and you will be recorded as having failed that item of assessment.

#### **LearnOUSL submissions to the drop boxes**

For courses where learnOUSL drop box submission required, it is the responsibility of the student to ensure that the academic/course has received the document by the established due date and to ensure that the assignment submitted is the complete and correct in version.

It is advisable not to wait till the last moment to upload the document to the drop box. The Drop box will not allow you to upload after the 11.59 pm of the due date.

Head/Department of Agricultural and Plantation Engineering