

## Procedure on the Submission of Late Assignments

The following procedure applies to the late submission of major assignments for which Special Consideration or Extension applications have not been submitted, or have not been approved. (Please note that all major assignments are to be submitted in the BAM1, BAM2, BAM3, BAB1 or BAB2 assignment boxes by 4:00PM on the Friday of the week that they are due).

Assignments will be accepted up to five working days after due dates; however, the following grading penalties will be imposed.

Day of Submission	Deduction from Grade
Monday (one day late)	10%
Tuesday (two days late)	15%
Wednesday (three days late)	20%
Thursday (four days late)	25%
Friday (five days late)	30%

Assignments not submitted within five working days of due dates will be awarded a nil grade. **Overdue assignments must have a cover sheet attached and must be submitted directly to the PFA Administrative Officer (Denise).**

## Procedure for the Delivery of Late Presentations

At the discretion of the teacher, a student who fails to deliver an assessable presentation in the prescribed class may be allowed to deliver their presentation at another time arranged by the teacher; however, 20% will be deducted from the grade. Failure to present at the newly arranged time will result in the awarding of a nil result.

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## Procedure on the Resubmission of Failed Assignments

At the teacher's discretion, a major assignment that has been submitted by the due date and awarded a fail grade can be revised/rewritten and resubmitted by a date prescribed by the teacher. The maximum grade that can be awarded to a resubmitted assignment is a pass grade of 50%. Revised/rewritten assignments will not be accepted after the specified submission date and the fail grade originally awarded will stand. **Resubmitted assignments must have a cover sheet and an Assignment Resubmission Application form attached; and they must be submitted directly to the PFA Administrative Officer (Denise).**

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[Dr Peter Myers](#)  
[Head of Music \(Higher Education\)](#)  
[Centre for Performing Arts](#)  
[Box Hill Institute](#)  
[Tel: 9286 9780](#)  
[p.myers@bhtafe.edu.au](mailto:p.myers@bhtafe.edu.au)