

# How can schools manage late submission of assessment?

## Frequently Asked Questions

### Purpose

To outline TASC's requirements and expectations for how schools manage late submission of internal assessment tasks. Management should consider ways that are fair, consistent and transparent, and aligned with equity, reliability and sound assessment practice.

### Commonly asked questions

- **What is considered 'late work'?**

'Late work' is assessment submitted *after the published due date* without an approved extension or prior arrangement.

- **What should schools do when managing 'late work' to meet TASC requirements?**

Schools must:

- have a clear, whole-school policy for managing late submissions
- communicate expectations and procedures clearly to students and families
- support students to meet deadlines while maintaining fairness and accountability.

- **Can penalties be applied to 'late work'?**

This is complex with many considerations. In criterion-based assessment, evidence must be judged as submitted **against the course standards**.

Schools must consider and document in their policies and procedures:

- whether submission requirements are clearly stated in the task
- whether time management is explicitly assessed in the criteria
- equity and fairness, including whether unapproved extra time provides advantage
- reliability of the evidence, including access to others' work or post-deadline feedback
- whether an alternative assessment opportunity is appropriate once a task is overdue or marked.

- **What approach does TASC expect schools to take?**

TASC expects schools to use processes that are:

- clearly documented and communicated
- fair, equitable and reasonable
- applied consistently across the school
- responsive to individual circumstances as appropriate.

- **How should schools communicate expectations to students?**

Schools should ensure that:

- due dates and submission processes are consistent and visible
- expectations are clearly stated on each task
- a range of reminders are provided (e.g. LMS calendar, task sheet, class reminders)
- students understand consequences before undertaking the assessment task.

Some schools may set a final cut-off date or require students to complete an alternative task assessing the same criteria.

- **How does TASC manage lateness for external assessments?**

TASC publishes official deadlines each year.

Extensions may only be approved for serious and documented reasons. Reasons such as short-term illness, holidays, planned events or computer issues are not grounds for approval.

Applications for extensions must be received and approved before the assessment due date.

If an extension is not approved or the correct process is not followed, late submissions receive a 'z' rating for all criteria.

### Alignment to [Standards for Providers](#)

Clear school processes for 'late work' support:

- **Standard 3 – Academic Integrity and Ethical Assessment:** ensuring fairness, equity, and reliability in assessment practice.

### Where to get more information

Your TLO can contact TASC through TRACS for support or clarification.