



JOHN TONKIN COLLEGE

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# LATE SUBMISSION OF AN ASSESSMENT TASK

(To be attached to late assessment task)

<b>Name of Student</b>		<b>Course/Subject</b>	
<b>Teacher</b>		<b>Due Date</b>	/ /

**Task**

### Late Submission Procedure Checklist:

- **Has the student applied for and been granted an extension period**      Yes      No

New Date for Submission: ...../...../..... (no penalty)

- **All other late submissions:**

Date assessment submitted: ..... /...../.....

1 day late = 10% marks deduction

2 days late = 20% marks deduction

3 days late = 30% marks deduction

4 days late = 40% marks deduction

5 days late = 0

- **Parents telephoned on first late submission**      Yes      No      **Date:** ...../...../.....

- **Letter sent informing parents**      Yes      No      **Date:** ...../...../.....

- **Completed late submission top-sheet copied for:**

Student      Yes      No

Learning Area File      Yes      No

### Mark Adjustment:

Original mark: \_\_\_\_\_

Percentage deducted      -      \_\_\_\_\_

Final adjusted mark: \_\_\_\_\_