

MARKS DEDUCTION FOR LATE SUBMISSION OF TUTOR-MARKED ASSIGNMENTS

Summary

Most SUSS courses have Tutor-Marked Assignments (TMA). Deadlines for these submissions are made known to students at the beginning of each semester. After a **12-hour grace** period from the given deadline, **10 marks** will automatically be deducted via our grade-book-system on Canvas for each 24-hour block. Assignments that are subjected to more than 50 marks deduction will be assigned **zero mark**.

Marks Deduction Scheme

The marks deduction scheme was introduced to encourage timely submission of assignments and to be fair to all students. There will be no more requests to Associates for assignment deadline extension.

This scheme applies to TMA, group based assignments or papers, case studies and other such continuous assessments that the School deems necessary to have the mark deduction scheme. End-of-Course Assessment (ECA) also follows this scheme.

Quizzes, computer-marked assignments, discussion boards and laboratory reports do not fall under this scheme.

How it works

After a **12-hour grace period**, for each 24-hour block that a submission is late, **10%** of the **total possible mark** is automatically deducted via our grade-book system in Canvas. Since assignments are marked out of a total of 100 marks, 10 marks will be deducted for every 24 hours that the submission is late. Assignments that are subjected to more than 50 marks deduction will be assigned zero mark.

Table 1 below illustrates the mark deduction for an assignment that is due at 23:55 hours on Monday:

| TMA01 Submission deadline 23:55 hours on Mon | | | | | | |
|--|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| 23:55:01 – 11:55:00 hours | Mon/Tue | Tue/Wed | Wed/Thu | Thur/Fri | Fri/Sat | Sat/Sun |
| | Grace Period | First 10 marks deducted | Second 10 marks deducted | Third 10 marks deducted | Fourth 10 marks deducted | Fifth 10 marks deducted |
| 11:55:01 – 23:55:00 hours | Tue | Wed | Thu | Fri | Sat | Sun |
| | First 10 marks deducted | Second 10 marks deducted | Third 10 marks deducted | Fourth 10 marks deducted | Fifth 10 marks deducted | Zero marks awarded |

Deadline, Cut-Off Time and Start Time for Deduction

Students are to refer to Canvas (<http://canvas.suss.edu.sg>) for their assignments cut-off dates.

In the past, some students have experienced submission problems near the cut-off time. Some of these problems were caused by a surge in online submissions which led to system congestions.

To cater for these contingencies and to allow students time to rectify submission problems, students are given a grace period of 12 hours. So, calculation of late submissions begins at 11:55:01 hours or 11:55:01 am of the following day after the deadline. This is regardless of whether the following day is a holiday or a weekend. All submission timings will be based on the time recorded by Canvas.

Cut-off Time, Grace Period and Reference Time

For the purpose of clarity, the cut-off time to determine if a submission is late is 23:55 hours (11:55 pm) of the day of the deadline. The 12-hour grace period is to cater for contingencies. As such, even though submissions are accepted without penalty during the grace period, such submissions during the grace period are technically already late. Students should not view the grace period as an extension of the deadline.

Extension of the grace period will only be given for any technical fault in the computer system lasting longer than six hours from the deadline. For purposes of determining the time, the time of SUSS's computer system will be taken as the reference time.

Work-Related Travel and National Service

The marks deduction scheme shall also apply in cases of work-related travel or National Service (NS) In-Camp Training (ICT). As a rule, ICT notifications are given six months ahead of time to allow NSmen to make adequate adjustments to their personal schedules. In such situations, students should either complete their TMAs on time or defer their studies by one term or one semester (a delay of only six and 12 weeks respectively).

Some Examples

For example, the deadline for submission of the first TMA is 23:55 hours on 1 August 2020. Please refer to Table 2 below. Student A who submitted his TMA at 00:10 hours on 2 August 2020 would not be penalised because his assignment was submitted within the 12-hour grace period. Student B who submitted at 11:50 hours on 3 August 2020 would be penalised 10 marks. However, student C who submitted at 11:55:01 on 3 August 2020 would have 20 marks deducted.

| Table 2 | | | | | |
|---------|---------------------|----------------|--------------------------------|-----------------------------------|---|
| Student | Late Submissions | Marks Deducted | Total Mark given by instructor | Total Mark received after penalty | Remarks: TMA01 submission deadline is 23:55 hours on 1 Aug |
| A | 2 Aug 0010 hours | 0 marks | 62/100 | 62/100 | Assignment submitted within the 12-hour grace period |
| B | 3 Aug 1150 hours | 10 marks | 85/100 | 75/100 | 10 marks deducted because it is within the first 24-hour block |
| C | 3 Aug 11:55:01 | 20 marks | 71/100 | 51/100 | 20 marks deducted because it is within the second 24-hour block |