

Policy Name:	Submission of Assignment Policy
Policy Date:	3 March 2009
Policy Code	AIM.PA.06
Date confirmed by ACB	TBA
Review Date	3 March 2010
Prepared by	Registrar
Date of Implementation	Semester 1, 2009

Scope

This protocol deals with the submission of assignments for all courses where departments have requested the submission of assignments via Student Services.

Policy

Student Services at reception B will collect assignments and store them securely for collection by departments or teachers. Assignments will be accepted between the hours of 9am – 5pm.

- Departments must advise Student Services of the nature of the assignments that will be submitted by students, the name of assignments, teacher's names and due dates. All assignments collected at Reception A will be recorded and a receipt issued to the student
- The spreadsheet will record:
 - Date assignment submitted
 - Student number
 - Surname of student
 - First name of student
 - Name of assignment
 - Date assignment is due
 - Unit of study
 - Teacher's name
 - Logged by: Name of staff member
 - Pick-up date
 - Collected by: Name of staff member

Procedure

- Assignment cover sheets will be issued by Reception A for students to complete when submitting an assignment. The student will complete the cover sheet and be given a receipt which is the bottom part of the cover sheet. The cover sheet will be filled in by the reception staff, the signed receipt will be handed to the students and the cover sheet will be attached to the submitted assignment.
- Assignment will be logged onto EXCEL spreadsheet and stored in designated filing cabinet
- On day after due date teacher will be contacted and asked to collect assignments
- Receptionist will make entry on EXCEL spreadsheet on when and who collected the assignments.
- If teachers return marked assignments for students to collect those have to be kept in a different filing cabinet draw clearly marked as 'assignments to return to students. Assignments not collected by students one month after the ERC has completed its semester review will be destroyed.

Delivery authority and responsibility matrix

Staff Position	Committee (if applicable)
Registrar	ERC
Receptionists	

Dissemination of information

Staff and student web pages

Implementation

Consultation with Academic Leadership in formation of protocol
The procedure will apply from Semester 1, 2009 onwards

Procedure management

It will be the registrar's role to monitor that the process is followed according to the above protocol procedures.

Attachments

Relevant Spreadsheets to be created for each semester