

This process can only be used for assessments with a submission mode with a late submission period, e.g. essay. Refer to Modes of Assessment Table here: [Modes of Assessment](#)

STUDENT SUBMITS FORM AND REPLACEMENT FILE TO THE SCHOOL BY EMAIL  
SCHOOL OFFICE TO FILL IN PAGE 2 OF APPLICATION FORM

The process is not to be used in cases where Academic Misconduct Notice of Advice issued

WITHIN THE LATE SUBMISSION PERIOD

AFTER THE LATE SUBMISSION PERIOD

Replacement files may be uploaded up to an hour after the deadline for students registered with Disability Advice (formally SSU).

FIRST TIME A STUDENT HAS REQUESTED A REPLACEMENT E-SUBMISSION THIS ACADEMIC YEAR

NOT THE FIRST TIME A STUDENT HAS REQUESTED A REPLACEMENT E-SUBMISSION THIS ACADEMIC YEAR

1. Are the marks and feedback still unpublished?
2. Clear of other restraints?

YES

NO

This is accepted and the new file will replace the original

School to ask DTL to approve/reject (usually rejected)

APPROVED

REJECTED

**INSTRUCTIONS**  
-Arrange for work to be marked  
- Add to error log saved on Box  
-Ask [Assessments and Examinations](#) to remove/ update submission record and change it to a school office submission  
- School to record submission and date on CMS  
-School to record mark and feedback

The standard EC process can be applied to have the penalty removed in the usual way.

\*Late penalties to be applied based on the file timestamp and not the receipt of the assessment.

**PENALTIES\***  
All 'within the late submission period' = standard late penalty

All 'after the late submission period' = capped at the pass threshold