PENALTIES FOR LATE SUBMISSION OF A TAKE-HOME EXAM

Take-home exams are in-term or final examinations taken remotely without invigilation and to be completed within a prescribed time limit. Take-home examinations ("examinations" or "exams") submitted after the prescribed time limit are subject to a late penalty per this policy. Penalties will be assessed on an hourly basis, depending on the overall length of the examination.

Students who receive extra time to complete their exams as recommended by the Centre for Accessibility will be assessed late penalties pursuant to the length of their extended time exam. For example, if a course has a 50-hour exam, if a student who receives double time and has 100 hours to complete their exam, submits their exam late, they will be assessed the late penalty that applies to a 100-hour exam.

Exam Submission & Technological Delays
Students are responsible for ending and submitting their examination on or before the exam end time. It is recommended that students complete their exam and commence the submission process at least 5 minutes before the end time of the exam.

Students who experience technological challenges in the submission of their exams should immediately reach out to the contact person provided to them by their instructor. In order to preserve exam anonymity, this may be an administrative assistant. If the student is unsure of who to contact, they should immediately contact their Allard Law Advisor and/or studentservices@allard.ubc.ca.

Recognizing that technological and email delays may occur, **examinations received within 3 minutes of the exam end time will be considered to be received on time and no late penalty applied.**

Students who submit a late exam, and qualify for an academic concession, must request the academic concession as soon as possible and no later than 24 hours after the submission of the original exam end time.

Examination length of less than or equal to 72 hours
Late exams will be penalized as follows:
1) For the first hour or part thereof, the exam mark will be reduced by 5%.
2) Each subsequent hour or part thereof, the exam mark will be reduced by a further 2%.

Policy passed by Faculty Council on March 17, 2022 and effective immediately.

Examination length of greater than 72 hours
The "Mark Deduction for Late Assignments" Policy applies.

Practical Examples:

Example 1: A 6-hour examination worth 100 possible marks that is submitted 7 minutes over the allotted examination time. The student receives a mark of 70 out of 100 possible marks for the examination.

Mark on exam: 70/100
Minus 5 marks for late submission
Final mark on exam = 65%

Example 2: The same examination as above submitted 61 minutes over the allotted examination time would lose an additional 2 marks for a total mark loss of 7 marks.

Mark on exam: 70/100
Minus 5 marks and minus 2 marks for late submission
Final mark on exam = 63%

Example 3: The same examination as above submitted 125 minutes over the allotted examination time would lose an additional 2 marks for a total mark loss of 9 marks.

Mark on exam: 70/100
Minus 5 marks and minus 2 marks and minus 2 marks for late submission
Final mark on exam = 61%

Example 4: A 6-hour examination worth 60 possible marks that is submitted 32 minutes over the allotted examination time for which the student earned a mark of 45 out of 60 possible marks:

Convert maximum value of marks to be out of 100.
45/60 = 75/100
5% of 100 = 5
75-5 = 70
Final mark on exam = 70% or 42/60