AUTOMATED LATE PENALTY FOR HOMEWORK

For homework assignments submitted after the due date, instructors can apply an automatic late penalty by deducting points or percentages from the final score or per day from the final score. You can also decide if you want the late penalty to apply to the assignment score or only to questions scored after the due date.

There are eight ways you can define the automated late penalty, and this handout details how each of these four definitions affects the student's final score on a homework assignment.

Setting the automated late penalty

In all cases, you will go to the Homework Settings page to define the automated late penalty.

1. **Open the Homework/Test Manager.**
   If you are teaching with an old design course, go to the Control Panel and click **Homework/Test Manager** in the MyMathLab section.

   If you are teaching with a new design course, click **Course Tools** and then click **Assignment Manager**.

2. **Open the homework settings page.**
   In the Homework/Test Manager, select **Settings for Class** from the Actions dropdown list to the right of the homework assignment, and click **Go**.

3. **Define the late submission penalty.**
   In the Choose Settings page, make sure you have a due date set for the assignment, as the late penalty can only be applied if the assignment has a due date.

   In the Scoring Options section, check the box to **Allow students to continue to work and change score after due date**. This will allow students to submit the assignment after the due date. Next, you will define the late submission penalty.

   Check the box to **Deduct late submission penalty** and select **From final score** or **Per day, from final score** from the dropdown list. Enter the late penalty in the text box and select either % or points from the dropdown list to the right of the Penalty box.

   Check the box to **Apply only to questions scored after the due date** if desired.

   Note: If this assignment is set as a prerequisite for another assignment, the pre-penalty score will be used to meet the required minimum score of prerequisites.

3. **Save your settings.**
   Click **Save** or **Save & Assign** to save your settings and return to the Homework/Test Manager.

How the late penalty is calculated

For the following examples, the homework assignment is worth 100 points and the student has earned 80/100, prior to the due date. Over the next 4 days, the student earns 5 extra points per day.

Late penalty is applied only to questions scored after the due date

	Pre-penalty score*	20% From final score	20% per day From final score	4 points From final score	4 points per day From final score
Prior to due date	80	80	80	80	80
1 day late	85	80+80%*5 = 84	80+80%*5 = 84	80+(5-4) = 81	80+(5-4) = 81
2 days late	90	84+80%*5 = 88	84+60%*5 = 87	81+(5-4) = 82	81+max(5-8,0) = 81
3 days late	95	88+80%*5 = 92	87+40%*5 = 89	82+(5-4) = 83	81+max(5-12,0) = 81
4 days late	100	92+80%*5 = 96	89+20%*5 = 90	83+(5-4) = 84	81+max(5-16,0) = 81

Late penalty is applied to assignment score

	Pre-penalty score*	20% From final score	20% per day From final score	4 points From final score	4 points per day From final score
Prior to due date	80	80	80	80	80
1 day late	85	80%*85 = 68	80%*85 = 68	85-4 = 81	85-4 = 81
2 days late	90	80%*90 = 72	60%*90 = 54	90-4 = 86	90-8 = 82
3 days late	95	80%*95 = 76	40%*95 = 38	95-4 = 91	95-12 = 83
4 days late	100	80%*100 = 80	20%*100 = 20	100-4 = 96	100-16 = 84

* In all cases, the Pre-penalty score is used to determine prerequisite mastery.

NOTE: If a student reworks a question that was correct prior to the due date and gets the new version correct, the program counts the new version as "late" and the late penalty will be applied to this question even though the question was originally not late.