

Policy on Late Submission of assessment on Undergraduate and Postgraduate Master's Level programmes

This policy refers to all undergraduate and postgraduate Master's level coursework submitted for summative assessment as a first attempt. Summative assessment is defined, for the purposes of this policy, as any assessment which contributes to the final mark for the module or award.

Submission of Coursework

1. All students must submit coursework assessment by the published deadline (date and time) in accordance with the requirements for each programme of study.
2. The date, time and arrangements for students to submit their work must be clearly communicated to them.
3. Departments/programmes must make it clear to students that submission dates and times are in UK local time and it is the responsibility of students to ensure that they check the relevant time zone. (This may be of particular relevance to distance learning students).
4. Careful consideration should be given to the setting of deadlines for the submission of coursework in terms of the time of day and the date especially before weekend, a bank holiday or College closure day.

Definition of Late submission

5. Any piece of assessed work which is submitted beyond the published deadline (date and time).

Penalty for late submission

6. Departments will implement the following penalties to for coursework submitted late. Work submitted up to one (1) day after the assessment deadline (date and time) will be marked but capped at the passmark. Work submitted more than one (1) day late will not be accepted as a valid attempt and mark of zero will be recorded.

Days/Hours late	Penalty
1 (up to 24 hours after the assessment deadline)	Capped at the passmark
2 (more than 24 hours after the assessment deadline)	Mark of zero awarded

7. A mark of zero has been awarded, the student is deemed to have failed through non-submission. A referral may be offered in accordance with the Regulations. The re-submitted assessment will be capped at the passmark (except in accordance with the Mitigating Circumstances Policy).
8. Work submitted more than one (1) day late will be marked and feedback given, only where, in the opinion of the department, it has been submitted within a reasonable time period and where it would be educationally helpful to do so.

9. Where late work has been marked, feedback might need to be provided in an alternative format and at a date outside of the published schedule.

Application of the Late Submission Policy

10. This policy relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero. There will be no sliding scale in operation for referrals.
11. This policy relates to *calendar days* and so includes weekends and weekdays.
12. Where departments/programmes require both online and hard copy submission of an assignment, the late submission penalty would apply to the earliest submission date
13. The late submission policy **does not** apply where an individual student has been granted an extension as a result of making a claim for Mitigating Circumstances (see below), but would apply where the student missed the extended deadline without any subsequent approved extension.
14. In exceptional circumstances and for sound pedagogic reasons, department/programme may decide not to accept late submission of assessed summative work. Sound pedagogic examples may include assessments where meeting a deadline is part of the learning outcomes for the module/programme. These exceptional circumstances must be approved by the Faculty Education Committee and must be detailed within the programme/student handbook, local webpages and/or intranet. Where an exception to this policy is approved, the rationale and consequences must also be clearly articulated to students. (See also the Section on PSRBs below).
15. The pre-penalty mark should be used as part of the department's/programme's feedback and moderation processes and the post-penalty mark should be used in any progression or award calculation. Departments/programmes should inform their External Examiner(s) where students' marks have been affected because of penalties applied for late submission.

Extensions to Submission Deadlines

16. A request for an extension to a deadline for the submission of work for assessment should be submitted by the student in accordance with the College's Mitigating Circumstances Policy. If the medical or other circumstances are severe and/or ongoing, the student should make this known to their Personal/Senior or Postgraduate Tutor (or equivalent) in order to discuss alternative options.
17. If not using their Mitigation Advisory Panel (MAP), departments must have an agreed protocol for dealing with requests for extensions received before the coursework submission deadline. Any requests for mitigation submitted after the coursework submission deadline should be considered by the Mitigation Advisory Panel (MAP).
18. A written record of Mitigating Circumstances submissions by students and the outcomes should be kept with the examination records.

Programmes accredited by Professional, Statutory and Regulatory Bodies (PSRB)s

19. The requirements of PSRBs should take precedence over the requirements of this policy. Should the PSRB accredited programmes which have a deadline/time related Learning Outcome, for example related to professionalism, they are permitted to apply a zero tolerance approach and issue a penalty of zero marks for late submission. Where this is the case, this must be noted by the Faculty Education Committee (FEC) and must be detailed within the programme/student handbook, local webpages and/or intranet and the rationale and consequences clearly articulated to students.

Document title:	Policy on Late Submission of Assessment on Undergraduate and Postgraduate (Master's Level) students		
Version:	2	Date:	1 st March 2017
Location and filename:	R:\7. Quality Assurance\3. Policy Framework\4. Examination & Assessment\Late Submission		
Approved:	QAEC		
Effective from:	2017-8		
Originator:	QAEC		
Contact for queries:	Senior Assistant Registrar (Quality Assurance & Enhancement)		
Cross References:	Examinations and Assessment Policies including: Academic Feedback Policy Guidelines for Issuing Provisional Marks to Students on Taught Programmes		
Notes and latest changes:	Replaces Penalties for Late Submission of Coursework (approved Feb 2013) Typo in section 6 corrected – March 2017		