

POLICY AND PROCEDURE FOR LATE SUBMISSION OF COURSEWORK

Version No.	Description	Author	Approval	Effective Date
1.2	Policy and Procedure for Late Submission of Coursework – applicable to both undergraduate and postgraduate taught courses	Assessment and Feedback Working Group	Senate	From academic year 2019-20

Version 1.2

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1. BACKGROUND

This policy is the outcome of the Assessment and Feedback Working Group's review of the University's approach to the late submission of coursework. The group comprised student representatives, academic staff from all four faculties, and representatives from Professional Services. The aim of the policy is to ensure an institution-wide approach to handling the late submission of students' coursework. The policy is underpinned by a commitment to the fundamental objective of supporting students in their studies and recognition of the respective responsibilities of students and staff. This policy must be implemented in line with the following other related policies: Assessment and Feedback Policy, the Policy on Extensions to the Submission of Coursework, the Personal Circumstances and Academic Appeals Procedure, and local course regulations.

2. DEFINITIONS

Coursework is deemed to be late when it is submitted after the published deadline without an agreed extension, and in the absence of exceptional circumstances. The policy acknowledges the need to differentiate between regular coursework and other summative assessments such as Dissertations and Group Projects, where there are integrated assessment tasks with time sensitive marking and feedback requirements. For example: where required for practical reasons, the late submission/contribution of certain forms of assessment such as group work, team projects and presentations, the range and timing of penalties may be determined in light of local circumstances, but should be applied according to the commitment to fairness, supporting students in their studies and agreed procedures. In cases where the scheduling of elements of the assessment (e.g. presentations and orals as part of larger pieces of assessment) and/or where the turnaround time for marking is less than ten working days (excluding University closure days, this would normally equate to fourteen calendar days), Departments/Schools are authorised to introduce appropriate variations to the penalty scheme set out below.

3. SCOPE

The policy will apply to all taught elements of undergraduate and postgraduate degrees from August 2019. In the event of a professional body indicating concern about the implementation of this policy within accredited courses, Department/School staff should refer the issue to the relevant Vice Dean Academic.

4. PRINCIPLES AND GUIDELINES FOR IMPLEMENTATION

All staff should adhere to the following guiding principles and procedures in handling coursework that is submitted late as defined above in section 2. The University's standard working week is normally Monday to Friday, covering five working days. A duration of seven calendar days normally includes five working days and the weekend, except where the period covered includes University closure days. Published submission dates and times shall be set to UK local time and it is the responsibility of students outwith this time zone to check the corresponding submission date and time in their locale.

4.1 Coursework submission window

- 4.1.1 All Departments/Schools should normally set deadlines for the submission of coursework sometime between midday and 10pm on a day between Monday and Thursday. Staff are advised to avoid Fridays as submission days, and any time after 10pm, as students can access IT support until this time. Any essential technical developments to Myplace are also normally carried out after this time.
- 4.1.2 Assessments submitted after the time set on the day of the deadline without an approved extension will be subject to penalties on a sliding percentage scale.
- 4.1.3 Penalties will be applied to late submitted assessments up until seven calendar days from the day and time of the submission deadline, and assessments submitted after this time will receive a mark of zero.

4.2 Penalties will be applied on a sliding scale

- 4.2.1 A “sliding scale” penalty system shall be applied to minimise occurrences of late submission of coursework.
- 4.2.2 Coursework that is submitted late, but within 24 hours of the submission deadline, or approved extended submission deadline, will be subject to a 10 point deduction on the percentage mark being applied to the original mark.
- 4.2.3 For each subsequent day, or part day, that a coursework is submitted late up until seven calendar days from the deadline, a penalty of 5 percentage point deduction per day or part day will be applied to the original mark.
- 4.2.4 For assessments that are not submitted online, and are submitted only in hard copy to the Department/School, staff shall not include the weekend or University closure days within the calculation of penalties.
- 4.2.5 The maximum number of percentage points that can be deducted for late submission is 40.

4.3 The policy should be supportive of students and not adversely impact on progression where the work is of a pass standard

- 4.3.1 All submitted assessments will be marked at face value with feedback provided, irrespective of the mark formally recorded. That is, all students should be made aware of the mark awarded prior to the application of any penalty for late submission.
- 4.3.2 In cases where a student can demonstrate that unanticipated problems have arisen before the time set on the day of the submission deadline, or date of approved extended deadline, they must indicate the nature of the issue when uploading their submission. Following this formal notification to the Department/School, students will be automatically granted a grace period in which to submit the assessment of four hours on the day of submission, thereby allowing time to mitigate against unforeseen personal events, issues etc. on the day of submission. Penalties will be applied when these four hours come to an end.
- 4.3.3 During the exceptional period of extension, IT issues and travel problems would be accepted as grounds for extension up to the four hours after the deadline, although alone they would not be grounds for lengthier extension requests.

4.4 A minimum mark for late work of a pass standard that is submitted within the assessment submission window will be set to the pass mark

- 4.4.1 A minimum mark of 40%, for coursework submitted late (but within the assessment submission window) that is of a pass standard, will be applied to undergraduate coursework, and a minimum mark of 50% will be applied to postgraduate and level 5 of integrated masters.
- 4.4.2 If the academic quality of the work submitted is below the pass mark, no penalty should be applied with the emphasis on supporting these students in any resubmission.

4.5 Assessments that are marked on a binary scale (e.g. Pass/Fail, Satisfactory/Non-satisfactory)

- 4.5.1 This sliding scale penalty cannot naturally be applied to assessments marked on a binary scale.
- 4.5.2 Where assessments are marked on a binary scale, and the assessment is submitted within the submission window and of a Pass standard, the student will be awarded a Pass.
- 4.5.3 Where assessments are marked on a binary scale, and the assessment is submitted outwith the submission window, it shall be awarded a Fail.

4.6 Departments/Schools should have oversight of student submission patterns

- 4.6.1 Departments/Schools should maintain records of late submission of coursework in order to identify students who may require pastoral or academic support.
- 4.6.2 Students should be contacted if two submission deadlines are missed, with a view to appropriate support being offered.

5. Examples of implementing the sliding penalty scale for late submitted coursework

The table below shows examples of implementing the sliding penalty scale for the late submission of coursework. As stated in Section 4.2.4, where an assessment cannot be submitted online, and the assessment is instead submitted physically to the Department/School on campus, the weekend and University closure days must not be included in the calculation of penalties. Staff should bear this in mind when interpreting the limitations of the examples below.

Example	Day of submission	Penalties applied
1.	Coursework submitted after the deadline, student has an approved extension and submits within the approved extension period.	No penalty to be applied.
2.	Late submission on the day of the deadline (or approved extended deadline), student has communicated exceptional circumstances and is granted a grace period of up until four hours after the deadline.	No penalty to be applied.

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3.	Late submission within one calendar day (less than 24 hours) of the deadline, student has no approved extension.	10 percentage point penalty applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
4.	Late submission more than one calendar day (more than 24 hours) after the deadline but less than two full calendar days (less than 48 hours) after the deadline has expired, student has no approved extension.	15 percentage point penalty (10 points for first day, 5 points for second day or part day), unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
6.	Late submission more than two full calendar days (longer than 48 hours) after the deadline but less than three calendar days (72 hours), student has no approved extension.	20 percentage point penalty (10 for first day, 5 for second day, 5 for third day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG)
7.	Late submission more than three full calendar days (longer than 72 hours) after the deadline but less than four full calendar days (less than 96 hours), student has no approved extension.	25 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG)
8.	Late submission more than four full calendar days (more than 96 hours) after the deadline but less than five full calendar days (less than 120 hours), student has no approved extension.	30 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day or part day), applied to original mark, unless the penalty reduces the student's mark to

		below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG)
9.	Late submission more than five full calendar days (more than 120 hours) after the deadline but less than six full calendar days (less than 144 hours), student has no approved extension.	35 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, and 5 for sixth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
10.	Late submission more than six full calendar days (more than 144 hours) after the deadline but less than seven full calendar days (less than 168 hours), student has no approved extension.	40 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, 5 for 6 th day, and 5 for 7 th part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
11.	Late submission more than seven full calendar days after the deadline. For example, a deadline was set for Midday on a Wednesday and a student submits an assessment after midday the following Wednesday	A mark of zero will be applied to the work.

6. EXTENSIONS

Students can request an extension to their coursework submission deadline when they feel they have circumstances which are impacting their ability to meet the submission date. The length of an extension will be decided by delegated staff, however, extensions to the submission deadline will normally be limited to the date by which feedback on the assessment is returned to students. This should be made clear to all students. Coursework accepted following the approval of an extension will be assessed in the normal way. Students must submit their request for an extension as early as possible, and in line with the Policy on Extensions to the Submission of Coursework, this must normally be before the coursework deadline. Students must be made aware that

ongoing, longer term mitigating circumstances impacting their studies in general must be logged on PEGASUS in line with the Personal Circumstances and Academic Appeals Procedure.

7. ROLES AND RESPONSIBILITIES

Staff are responsible for:

- Communicating this policy to students;
- Ensuring this policy is implemented consistently across courses;
- Reassuring students that they will not be disadvantaged if an assessment is submitted late due to known technical issues with Myplace; and
- Using records of late submission to identify students who may require support.

Students are responsible for:

- Understanding the requirements of individual assessments, and actively engaging with assessment tasks by devoting appropriate time and effort;
- Finding out where, how and when work is provided;
- Communicating to staff any personal circumstances that are negatively impacting their studies via the processes outlined in the Personal Circumstances and Academic Appeals Procedure; and
- Requesting extensions to the deadline for coursework submission in line with the Policy on Extensions to the Submission of Coursework.