

Late Submission of Assessment Policy

1. Introduction

- 1.1 Assessments must be submitted in the format specified in the assessment task, by the deadline and to the submission point published on Moodle. Where a student submits work after the published submission deadline, the mark they receive for the assessment will be reduced according to how long after the deadline they submit.
- 1.2 A student may apply for an extension of time to complete assessed coursework if there are personal circumstances, which are unforeseen and unpreventable and have an effect on the student's ability to submit work by the published hand-in deadline. Further detail on the process for making an Extenuating Circumstances claim for an extension is set out in the [Extenuating Circumstance Procedure](#).

2. Penalties for Late Submission

- 2.1 Where a student submits a first attempt at an assessment **between 1 and 24 hours after the published submission deadline**, the original mark awarded will be reduced by 5%. For example, a mark of 60% will be reduced by 3 marks so that the mark the student will receive is 57%. This reduction will not be made if the original mark is below 40% [50% for postgraduate courses] or in cases where the deduction of 5% will reduce the mark from a pass to a fail. In such cases the mark awarded will be 40% [50% for postgraduate courses].
- 2.2 Where a student submits a first attempt at an assessment **between 24 hours and one week (5 working days) after the published submission deadline** the original mark awarded will be reduced by 10%. For example, a mark of 60% will be reduced by 6 marks so that the mark the student will receive is 54%. This reduction will not be made if the original mark is below 40% [50% for postgraduate courses] or in cases where the deduction of 10% will reduce the mark from a pass to a fail. In such cases the mark awarded will be 40% [50% for postgraduate courses].
- 2.3 **Work will not be accepted more than one week (5 working days) after the original deadline.** A mark of 0 and a non-submission will be recorded. Occasionally the 7-day late submission period will be reduced should the University be closed towards the end of the late submission period. Any reduction to the late submission period will not normally be applied to students registered with the Disability Support Service or the Mental Health and Wellbeing Service.
- 2.4 Where a student submits a re-assessment attempt more than 1 hour after the published deadline the student will be deemed to have failed the re-assessment and the assessment will be returned to the student unmarked.
- 2.5 Work that has been submitted on time, or during the late submission period, will be marked once the original deadline has passed and therefore a revised version, or additional elements, cannot be resubmitted after the deadline for a penalty.
- 2.6 The School may approve the exclusion of some assessment components from the full late submissions scheme where the teaching pattern provides rapid feedback within 7 days of the original deadline. In such circumstances, late submission would only be

permitted up to 24 hours of the original deadline, and not up to 7 days. Occasionally, where a feedback session is timetabled within 24 hours of the deadline, 24 hour late submission will not be possible. In addition, Schools may exclude other forms of assessment such as Time-Constrained Assessments (TCAs) where the short deadline set is an integral part of the learning outcome/s being assessed. In all such cases the Module Guide and/or Assessment Brief must make this clear to students at the start of the academic year.

- 2.7 Submission of group submissions more than 1 hour after the published deadline will not be permitted. A mark of 0 and a non-submission will be recorded.
- 2.8 Where an assessment component is marked on a pass/fail basis and it is submitted more than 1 hour after the published deadline a fail mark will be recorded.

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