



# **Coursework Submission Policy**

## Documentation Management

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### Version Control

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1.3	Updated to reflect introduction of extenuating circumstances guidance and changes to SR4.	Head of Quality Assurance	September 2017	Quality Assurance
1.4	Minor amendment to wording.	Head of Quality Assurance	September 2017	Quality Assurance
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# Coursework Submission Policy

## Introduction

1. All higher education providers are expected to have in place principles and implement procedures for assessment that are explicit, valid, secure and reliable, and which ensure that assessment is operated fairly and consistently both within programmes and for individual learners ([UK Quality Code, Advice and Guidance: Assessment](#))
2. The expectation of both students and staff is that work is submitted on time, and for some programmes it is a professional requirement. For students this means being organised and managing their time wisely, and in the process practising a skill that is highly valued by employers. It might be helpful to remember that the published deadlines are the latest work should be submitted for assessment, not the earliest.
3. Work submitted on time allows timely release of feedback that can support students in their academic development.

## Submission

4. To support students in managing their time, Departments will provide a Coursework Submission and Feedback Schedule no later than the beginning of each term, specifying the deadlines.
5. Students will receive specific guidance from their Department/College, including the format and location of submission, normally one of the following:
  - Electronically via WISEflow, the University's assessment platform, where the recorded time of submission will be when the SUMBIT button has been depressed after the upload of the assignment into WISEflow;
  - In person to a specified administrative location, where the submission date/time is logged;
  - By post (recorded or registered delivery), where the certified date of posting shall be deemed to be the date of submission and before the time deadline on that day.
6. To avoid any last-minute issues preventing timely submission, students are encouraged to plan their work carefully based on the coursework submission schedule and aim to complete assignments in advance of deadlines. Where electronic submission is used, we expect that submissions can be made even where students are unable to make it onto campus.

### Extensions for submission of coursework

7. Students who experience a major circumstance that has the potential to affect their ability to submit a piece of coursework on time should apply for a maximum five working day extension up to **48 hours** before the submission deadline in accordance with this Policy. An extension of 14 original calendar days may be requested for major projects, for example the Final Year Project.
8. Applications should be made online through eVision. Requests will be considered by the department Chair of the Extenuating Circumstances Panel, and a decision will usually be made within 2 working days.
9. Students should expect to evidence all requests for coursework extensions. **Please note that the majority of minor, short term illnesses will not be accepted as grounds for an extension.** Students are expected to plan and manage their time, and allow for such eventualities,
10. Students applying for an extension within 48 hours of the submission deadline may not receive a response to their request until after the deadline has passed.
11. If a request for an extension is rejected, students cannot then apply for extenuating circumstances in relation to the same piece of work. A student may appeal against a decision to refuse an extension only after the Board of Examiners has met.

**NB: Students cannot use the five working day extension process to apply for extenuating circumstances. Please see the Extenuating Circumstances Guidance for further information.**

12. If a five working day extension to a deadline is granted, the assessed work can be submitted as if on time and will be marked accordingly for an uncapped grade.
13. For assessments such as presentations, practical skills or viva voce, where students are being assessed at a specific, given time, there is no late submission, and students will normally be reassessed at the next opportunity.
14. If an extension is granted and the student cannot submit the work by the revised deadline, they should not submit the work but should apply instead for Extenuating Circumstances.
15. If a student is aware that an extension of five working days will not be sufficient for them to complete the work, they should not apply for an extension but should apply instead for Extenuating Circumstances.
16. A student who applies for more than one 5 working day extension in an academic year will be asked to meet with their personal tutor to discuss whether further support is required from the University.

### Late Submission

17. If work is submitted late without an application having been made for an extension, the University will accept and mark any work received up to 48 hrs after the original deadline, but the maximum grade awarded will be a capped pass grade (typically D- for undergraduate programmes; C- for postgraduate taught programmes).
18. Work received more than 48 hrs after the deadline will be graded NS (non-submission).
19. Students who cannot **for good reason** apply for a five working day extension for submission of their coursework prior to the deadline, but can submit their completed assessment within 5 working days of it, should submit their work together with a claim for Extenuating Circumstances. If these are accepted, the work will be marked as if it had been submitted on time. If these are not accepted, work received up to 48 hours after the deadline will be capped at the pass grade, and anything later graded NS (non-submission).
20. To ensure that students can receive early group feedback, work will not normally be accepted for marking later than 5 working days after the deadline. Students with incomplete assessment profiles will be considered by the Board of Examiners, who will determine the appropriate course of action in light of any accepted Extenuating Circumstances, and in accordance with Senate Regulations 2 or 3.
21. In disciplines where the ability to work strictly to a deadline is a professional expectation, this will be expressed as one or more learning outcomes. Students should be reminded of the strict deadline on all relevant assignment briefs, and that failure to submit to the specified deadline, in the absence of accepted ECs, will be deemed a fail (grade F).

### Re-assessment

22. Where a student has failed to submit an assignment, or it is being treated as a non-submission, the Board of Examiners will determine whether the student is eligible for re-assessment for a capped grade in accordance with Senate Regulations 2 or 3.
23. Students who have accepted the opportunity for a capped grade reassessment and fail to submit work by the defined deadline, and in the absence of accepted extenuating circumstances, will be deemed to not have submitted and will be graded NS.

**Summary of Outcomes related to Timeliness of Submission for all assessments, including Masters dissertations, with and without accepted Extenuating Circumstances**

<b>Submission</b>	<b>Extenuating Circumstances (ECs)</b>	<b>Outcome</b> <i>(Note that submissions should always be marked using the full grading scale so that appropriate feedback can be given to the</i>
Deadline met (including approved extension)	None	Full grading scale used
	Accepted	Full grading scale used; ECs noted by EC Panel and reported to Board of Examiners
Up to 48 hrs after deadline	None / Not accepted	Grade capped at threshold (typically D- for undergraduate and C- for postgraduate)  <i>To support the students' academic development, they will <u>always</u> receive the uncapped grade and feedback alongside the capped grade.</i>
	Accepted	Full grading scale used; ECs noted by EC Panel and reported to Board of Examiners
Between 48 hrs and 5 working days after deadline	None / Not accepted	Graded as non-submission (NS); Board of Examiners will determine action to be taken  <i>To support the students' academic development, they will <u>always</u> receive the uncapped grade and feedback alongside the NS grade.</i>
	Accepted	Full grading scale used; ECs noted by EC Panel and reported to Board of Examiners

Claims for ECs must be submitted no later than 5 working days after the original assessment deadline. Students who have not submitted work or ECs by that point will be graded as non-submission (NS), and will typically be required by the Board of Examiners to re- sit the assessment for a capped threshold grade.

In exceptional cases, if a student has very good reasons for failing to make a claim for ECs within 5 working days (e.g. due to emergency hospitalisation) they may request that the EC Panel consider a late claim supported by strong evidence for its lateness. The EC Panel may consider such claims at their discretion, and make recommendations as appropriate to the Board of Examiners.

### Master Dissertations

*For students registered before 1 September 2013 please contact Quality Assurance.*

24. All postgraduate taught masters students are required to submit their dissertations by the submission deadline published by their College and set out in the programme documentation provided to the student. For one-year full-time students, all standard dissertation deadlines shall normally be 52 weeks after the commencement of study, subject to specific term dates.
25. Revision of standard submission deadlines may apply in the following circumstances:
  - a) Where a one-year full-time student is entitled to in-session reassessment relating to the taught part of the programme, the Board of Examiners may extend the standard submission deadline for the student's dissertation by a period of no longer than 4 weeks.
  - b) Where a student applies for an extension for the submission of their dissertation, any such application must be supported by evidence. Where such an application is accepted by the Chair on behalf of the Extenuating Circumstances Panel, the period of extension to the standard submission deadline will not normally exceed 4 weeks from the original deadline and must be approved by the Chair of the Board of Examiners. Where specific circumstances of the student may require a period of extension in excess of 4 weeks, the student's circumstances shall be considered by the full Extenuating Circumstances Panel who shall make an appropriate recommendation to the Board of Examiners for further action.
26. A Board of Examiners shall be held within 2 calendar months of the normal dissertation submission deadline for the programme to consider recommendations for awards and shall consider the profiles, including dissertations, of students with and without revised dissertation deadlines.
27. Any Masters student who fails to submit within 48 hours of the standard or revised submission deadline will be assigned a grade NS (non-submission) for the dissertation and will not be entitled to submit. As per Senate Regulation 3.58, a Masters student is only entitled to revise and resubmit a Masters level dissertation on one occasion in the dissertation provided that the student has achieved at least a grade of E- at the first attempt.