

Guidance on late submission

To accompany the Policy on Submission of Work for Summative Assessment

CONTENTS

- A. Background
- B. Guidance
- C. Communications to students

A. Background

1. The [Policy on Submission of Work for Summative Assessment](#) was revised and approved in June 2015 for implementation from September 2015. It sets out the University's policy on the process of submission and sets out the penalties associated with late submission. Updates were also made to the Policy in February 2019 for implementation from September 2019.
2. As noted in paragraph 4.5 of the Policy, there is a standard University penalty for all work that is submitted late. This must be used by Schools in relation to large pieces of work (e.g. dissertations/projects¹). It is also the default penalty for all other pieces of work, unless alternative arrangements are agreed by the relevant Faculty. Schools are required to make a case to their Faculty for any exceptions to the standard penalty and, if agreed, any variation must be made clear on each piece of assessment. Faculties should review any variations annually.
3. Paragraph 4.8 of the Policy states that Schools must implement a sliding scale to penalise work submitted late, with paragraph 4.9 confirming that the mark awarded for such work will reduce by 10% of the maximum amount available per 24 hours. In exceptional circumstances and for sound pedagogic reasons², a Unit Lead may decide not to accept late submission of assessed summative work. These circumstances must be approved by the School and be detailed within Unit Specifications, and the rationale and consequences must also be clearly articulated in Assignment briefs (see paragraph 4.10 in the Policy on Submission of Work for Summative Assessment).
4. The following guidance is provided for Schools to assist in their implementation of these aspects of the Policy. Reference should also be made to the [Undergraduate and Postgraduate Degree Regulations](#), which provide more information in relation to assessment and progression, including compensation and referrals.

B. Guidance

5. Definition of late submission

¹ Large pieces of work, for this purpose, are defined as being single pieces of assessed work carrying a credit weighting of 30 credits or more.

² Examples may include assessments that are marked as pass/fail rather than being awarded a specific mark; multiple choice questions; discussion boards and student presentations in seminars, etc., i.e. cases where assessment is instant and cannot be revisited later.

Any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed. There should be no discretionary periods or periods of grace. A student who submits work at 1 second past a deadline or later will therefore be subject to a penalty for late submission.

This guidance relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero. There should be no sliding scale in operations for resits/referrals. There are no further resit opportunities for referred assignments that are submitted late.

6. Timing of penalties for late submission

No calculations should be made for part-days. Any work submitted *at any time* within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain.

The Policy relates to 24 hours/*calendar days*, so includes weekends and weekdays. If an assessment deadline is at noon on a Friday and the student submits it just before noon on the following Monday, their penalty would be a 30% mark deduction, based on being late by three days/72 hours. Schools are therefore advised to consider the implications of deadlines (particularly for hard copy submissions) and are encouraged to avoid deadlines on a Friday.

Schools 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).

Should Schools require both online and hard copy submission of an assignment, the late submission penalty would apply to the piece of work with the earliest submission date.

7. Consideration of the nature of assessment

In cases where a piece of work does not represent an entire assessment or unit, the penalty applies to the *individual piece of work*, not the total assessment or unit.

If a piece of work is not marked out of 100, the deduction per day is proportional to that for work marked out of 100. For example, for a piece of work marked out of 60, the deduction would be 6 marks per day/24 hours. The reduction is therefore 10% of the *total assessment value*, rather than 10% of the mark awarded.

8. Professionally accredited programmes

The requirements of Professional and Statutory Bodies can take precedence over the requirements of the Policy. Therefore, PSRB accredited programmes which have a deadline/time related Intended Learning Outcome (ILO), for example related to professionalism, are permitted to apply a zero tolerance approach and issue a penalty of zero marks for late submission.

Conversely, in areas where students need a mark/credit for PSRB purposes, they should still be given a mark for work submitted late, if that is a PSRB requirement.

9. Procedure for the handling of cases where a student receives a pass mark for an assignment (including dissertations) but then fails the assignment due to the deduction of marks as a penalty of late submission

Students whose assignment mark falls ***below a pass*** as a result of a late penalty should **not** be asked to resubmit the assignment; instead, the original assignment will be used in lieu of a referral, and normal resit/referral procedures will apply. If a student's original mark before the application of the penalty ***was a pass***, the mark recorded will not fall below the minimum compensatable pass mark for the programme.

10. Procedure for the handling of cases where a student's original mark was in the compensation zone before the deduction of marks as a penalty of late submission

Students whose assignment mark was in the compensation zone should **not** be asked to resubmit the assignment; instead normal compensation procedures will apply.

11. Work submitted more than 10 calendar days (240 hours) late

If work is submitted more than 10 calendar days late, this is considered as a non-submission and the student is deemed to have failed the assignment, in which case, normal rules for failing an assignment would apply.

12. Providing feedback in relation to work submitted late

Work submitted within 10 calendar days of the deadline should be marked and feedback provided; the feedback should reflect the mark achieved before the penalty was imposed. If a student submits work more than 10 calendar days late, there is not a requirement for the work to be marked or feedback provided. However, Schools may choose to mark and provide feedback.

C. Communications to students

13. Schools should ensure that they make clear to students the deadlines for submission of work and how the students are expected to submit (i.e. the format – online or hard copy, etc.) Students should be advised via the handbook of the penalties that will be applied if they submit late. Students should be advised of the specific penalties applicable to pieces of work/assignments, making it clear that, unless there are approved mitigating circumstances or an extension has already been granted, or there are other agreed pedagogic reasons for not applying a penalty for late submission to a particular assessment, penalties will be applied for any work submitted after the deadline.

14. Students should also be advised that if they submit referred assignments late, a mark of zero will automatically be given.

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