

Title:	Updates to the 'Policy on Submission of Work for Summative Assessment on Taught Programmes' and the 'Guidance on Late Submission' from the TLG Policy and Guidance subgroup
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Date:	6 December 2017
Circulation:	Faculty Associate Deans / Vice Deans (Teaching and Learning) and Faculty Teaching & Learning Managers
Action Required:	For circulation within the Faculty: <ul style="list-style-type: none">• updates to '<i>Policy on Submission of Work for Summative Assessment on Taught Programmes</i>'• updates to '<i>Guidance on late submission for large pieces of work</i>'

Background

1. Following the processes for policy implementation and review, the *Policy on Submission of Work for Summative Assessment on Taught Programmes*, the associated *Guidance on late submission* have undergone review and feedback within the last year. The TLG Policy and Guidance subgroup has considered both documents at a number of meetings and have suggested updates to them.
2. The key changes suggested to the policy document are as follows:

Policy on Submission of Work for Summative Assessment on Taught Programmes

- clarification of the main principle of the Policy, that arrangements and procedures for the submission of work for summative assessment should be equitable and transparent;
- clarification that the section on penalties for late submission only applies to 'large pieces of work', e.g. dissertations/projects which carry a credit weighting of 30 credits or more, and also only relates to first attempts rather than referrals;
- a slight update to the recommended sliding scale for penalties for late submission, in that "the mark awarded will reduce for 10 marks per calendar day", rather than the original wording of "the mark awarded will reduce for 10 marks per day **for 5 day...after which a mark of zero will be awarded;**"
- clarification that, for smaller pieces of work, Schools must have their own mechanism in place to penalise late submission, and must publicise it to students at the start of each semester;
- the addition of a new paragraph on penalties for going over length, which states that "Schools must have appropriate procedures in place for dealing with work exceeding the required length and must publicise it to students at the start of each semester"; (**PLEASE NOTE:** as a consequence of this

addition, once this updated Policy is approved, paragraph 4.7 of the current *Policy on Marking* (<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/practice-of-assessment/policy-marking/>) will be removed, so that information about penalties for going over length are contained in the *Policy on the Submission of Work for Summative Assessment*, rather than the *Policy on Marking*).

- removal of wording relating to alternative methods of submission where Schools require hard copy printing, where the costs must be met by the School. This wording is contained within the *Policy on Additional Costs*.

Guidance on late submission

(Note: this guidance was published for implementation from September 2016, to accompany the *Policy on Submission of Work for Summative Assessment on Taught Programmes*)

- update to the title of the document from “Guidance on late submission” to “Guidance on late submission for large pieces of work”, with a definition of work carrying a credit weighting of 30 credits or more;
- to tie in with the update to the *Policy on Submission of Work for Summative Assessment* regarding the slight update to the recommended sliding scale for penalties for late submission, confirmation that “the mark awarded will reduce for 10 marks per calendar day”, rather than the original wording of “the mark awarded will reduce for 10 marks per day **for 5 day...after which a mark of zero will be awarded;**”
- removal of the table of examples of mark deductions, as it was felt that the reduction of 10 marks per calendar day (for work marked out of 100, and a proportional amount for work not marked out of 100) should be simpler with the removal of the cap of up to 5 days;
- the addition of a new bullet point providing guidance for cases where a student’s original mark, before the application of a penalty, was in the compensation zone;
- confirmation that work submitted within 10 calendar days (rather than 5 in the previous version of the document) should be marked and feedback provided; 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, but Schools may choose to do so.

3. ‘Tracked changes’ and ‘clean’ versions of both documents are contained in the appendices to this paper.

For action

4. Faculty Teaching and Learning Managers/Associate Deans are asked to circulate the suggested updated versions of these policy/guidance documents within their Faculties for information, with the request that any comments or feedback is returned to the Teaching and Learning Support Office (via Miriam Graham – m.graham@manchester.ac.uk) **by 24 January 2018**.
5. The TLG Policy and Guidance subgroup will then receive and act upon any feedback prior to the documents being submitted for final approval.
6. The current versions of the documents are available at:
 - *Policy on Submission of Work for Summative Assessment on Taught Programmes* - <http://documents.manchester.ac.uk/display.aspx?DocID=24561>
 - *Guidance on late submission* - <http://documents.manchester.ac.uk/display.aspx?DocID=29825>

Appendix 1: Policy on Submission of Work for Summative Assessment on Taught Programmes ('tracked changes')
- September 2017 (Updates made after April, June and August 2017 TLG policy and guidance sub-group meetings)

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- 1. Introduction
- ~~2. Purpose~~
- ~~3.2. Scope~~
- 3. Main Principles
- 4. The Policy

1. Introduction

~~1.1 This document sets out the University's Policy on the process of submission and the penalties associated with late submission.~~

~~2. Purpose~~

~~2.1.1-The purpose of this ~~policy~~Policy is to ensure consistent application of University procedures in order to ensure an equality of experience for students across the University, particularly those on joint programmes.~~

1.2 ~~2.2 In addition, the policy provides~~provide transparency in ~~the relation to the submission of summative assessment and the way submission procedures~~the details are articulated to students ~~and. It also sets out the responsibilities of Schools and students for meeting printing costs regarding penalties for work that is submitted late or exceeds the prescribed length.~~

~~3.2. Scope~~

~~3.1~~

~~2.1~~This ~~policy~~Policy refers to all undergraduate and postgraduate coursework submitted for summative assessment ~~on taught programmes~~. Summative ~~Assessment~~assessment is defined, for the purposes of this policy, as that which contributes to the final unit mark.

~~2.2.2~~The ~~policy~~Policy does not apply to purely formative assessment ~~that. The Policy also~~ does not ~~contribute to a final unit mark, nor apply~~ to assessment that students must attend to complete, such as practical tests, written examinations or work which is marked in the presence of students as part of a continuous assessment model.

~~4. The Policy~~

~~4.1~~

3. Main Principles

3.1 The purpose of this Policy is to ensure that the arrangements and procedures for the submission of work for summative assessment are equitable and transparent.

4. The Policy

4.1 Schools ~~should~~must publish School level procedures ~~on~~for submission of work for summative assessment,

and Faculties will be responsible for ensuring that these are appropriate ——— across the Faculty and in accordance with this policy.

~~4.2 The School procedures and guidance for the submission of summative assessment must be clearly publicised to students, via Handbooks, local web pages or intranet.~~

~~4.2~~ ~~4.3~~ Schools ~~should~~must publish deadlines for the submission of all coursework at the beginning of each semester.

~~4.4 Students are responsible for managing their time in order to meet published deadlines.~~

Extending deadlines

~~4.5 Deadlines may be extended in accordance with the Policy on Mitigating Circumstances.~~

~~4.3~~ Deadlines may be extended in accordance with the Policy on Mitigating Circumstances and arrangements for automatic extensions for students registered with the Disability Advisory and Support Service (DASS).

Penalty for late submission: for large pieces of work (e.g. dissertations/projects)¹

~~4.4~~ ~~4.6~~ This relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero.

~~4.5~~ Schools must implement a sliding scale to penalise late submission. Work submitted after the deadline will be marked but the mark awarded will reduce progressively for each day, or part thereof, by which the work is late.

~~4.6~~ ~~4.7~~ The mark awarded will reduce by 10 marks per calendar day ~~for 5 days~~ (assuming a 0 -100 marking scale), ~~after which a mark of zero will be awarded.~~

~~4.7~~ ~~4.8~~ In exceptional circumstances and for sound pedagogic reasons, 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. The rationale and consequences must also be clearly articulated in Assignment assignment briefs.

~~Submission of Summative Assessment~~

~~4.9~~ ~~All typed~~ Penalty for late submission: for smaller pieces of work

~~4.8~~ Schools must have a mechanism in place to penalise late submission of smaller pieces of work and must publicise it to students at the start of each semester. There should be School/Faculty norms for late submission penalties, with exceptions being possible if there are sound pedagogic reasons.

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.

4.9 Penalties for late submission of smaller pieces of work should meet the overarching principles of this policy, being equitable and transparent.

Penalty for going over length

4.10 Schools must have appropriate procedures in place for dealing with work exceeding the required length and must publicise it to students at the start of each semester.

4.11 Penalties for going over length should meet the overarching principles of this policy, being equitable and transparent.

Plagiarism detection

~~4.94.12~~ Where appropriate, summative ~~assessment~~assessed written work, including dissertations and projects, should be submitted online and subjected to plagiarism detection software, ~~where appropriate (see section 4.13).~~

~~4.104.13~~ 4.10 Schools must ensure ~~Students~~students are aware that plagiarism detection software is used and must be directed to information, advice and guidance on academic writing, avoiding plagiarism and the penalties arising from academic misconduct.

~~4.11 Online submission may affect the application of the anonymous marking policy. All efforts must be made by Schools to preserve the anonymity of students, submitting assessments online.~~

~~4.12 Schools must develop contingency plans, in the event of technical difficulties for the submission of assessed work, in accordance with the Guidance on eAssessment.~~

~~4.13 Schools may specify instances where the use of online submission and/or plagiarism detection software is inappropriate. Details of the alternative arrangements in these specific instances must be published to students in accordance with Paragraph 4.2.~~

Alternative Submission Methods

~~4.14 Where a School requires alternative methods of submission for typed assessment, any printing costs must be met by the School. These costs must be met directly by the School, by issuing printing credits to students.~~

~~4.15 Where a student chooses to print and bind a thesis they must meet these costs themselves.~~

4.14 Staff and students can find information on academic malpractice and plagiarism, including procedures for handling cases of suspected plagiarism, on the TLSO website at:
<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/>

Appendix 2: Policy on Submission of Work for Summative Assessment on Taught Programmes ('clean')

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1. Introduction
2. Scope
3. Main Principles
4. The Policy

1. Introduction

1.1 The purpose of this Policy is to provide transparency in relation to the submission of summative assessment and the way the details are articulated to students. It also sets out the responsibilities of Schools regarding penalties for work that is submitted late or exceeds the prescribed length.

2. Scope

- 2.1 This Policy refers to all undergraduate and postgraduate coursework submitted for summative assessment on taught programmes. Summative assessment is defined, for the purposes of this policy, as that which contributes to the final unit mark.
- 2.2 The Policy does not apply to purely formative assessment. The Policy also does not apply to assessment that students must attend to complete, such as practical tests, written examinations or work which is marked in the presence of students as part of a continuous assessment model.

3. Main Principles

3.1 The purpose of this Policy is to ensure that the arrangements and procedures for the submission of work for summative assessment are equitable and transparent.

4. The Policy

- 4.1 Schools must publish School level procedures for submission of work for summative assessment, and Faculties will be responsible for ensuring that these are appropriate across the Faculty and in accordance with this policy.
- 4.2 Schools must publish deadlines for the submission of all coursework at the beginning of each semester.

Extending deadlines

4.3 Deadlines may be extended in accordance with the [Policy on Mitigating Circumstances](#) and arrangements for automatic extensions for students registered with the Disability Advisory and Support Service (DASS).

Penalty for late submission: for large pieces of work (e.g. dissertations/projects)²

4.4 This relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero.

² 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.

4.5 Schools must implement a sliding scale to penalise late submission. Work submitted after the deadline will be marked but the mark awarded will reduce progressively for each day, or part thereof, by which the work is late.

4.6 The mark awarded will reduce by 10 marks per calendar day (assuming a 0 -100 marking scale).

4.7 In exceptional circumstances and for sound pedagogic reasons, 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. The rationale and consequences must also be clearly articulated in assignment briefs.

Penalty for late submission: for smaller pieces of work

4.8 Schools must have a mechanism in place to penalise late submission of smaller pieces of work and must publicise it to students at the start of each semester. There should be School/Faculty norms for late submission penalties, with exceptions being possible if there are sound pedagogic reasons.

4.9 Penalties for late submission of smaller pieces of work should meet the overarching principles of this policy, being equitable and transparent.

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4.10 Schools must have appropriate procedures in place for dealing with work exceeding the required length and must publicise it to students at the start of each semester.

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Plagiarism detection

4.12 Where appropriate, summative assessed written work, including dissertations and projects, should be submitted online and subjected to plagiarism detection software.

4.13 Schools must ensure students are aware that plagiarism detection software is used and must be directed to information, advice and guidance on academic writing, avoiding plagiarism and the penalties arising from academic misconduct.

4.14 Staff and students can find information on academic malpractice and plagiarism, including procedures for handling cases of suspected plagiarism, on the TLSO website at:

<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/>

Appendix 3: Guidance on late submission for large pieces of work³ ('tracked changes')

To accompany the Policy on Submission of Work for Summative Assessment (updates made by TLG Policy & Guidance subgroup, September 2017)

A. **Background**

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.

Paragraph 4.65 of the Policy states that Schools must implement a sliding scale to penalise work submitted late. Paragraph 4.76 states that the mark awarded for such work will reduce by 10 marks per calendar day ~~late for 5 days (assuming a 0 -100 marking scale), after which a mark of zero will be awarded.~~ Paragraph 4.87 states that, in exceptional circumstances and for sound pedagogic reasons⁴, a Unit Lead may decide not to accept ~~the~~ 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.

The following guidance is provided for Schools to assist in their implementation of these aspects of the Policy.

B. **Guidance**

1. **Definition of late submission**

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.

2. **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 marks. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20 marks, and so on, at the rate of an additional 10 marks deducted per day/24 hours, ~~up to 5 days. Late work submitted after 5 days will receive a mark of zero.~~

The Policy relates to *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.

³ 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.

⁴ 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.

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.

3. 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. ~~After five days late, the mark would reduce to 0.~~ The reduction is therefore 10% of the *total assessment value*, rather than 10% of the mark awarded. ~~See table 1 below.~~

Number of Days/Hours Late	Marks deducted (for work marked out of 100)	Marks deducted (for work marked out of 60)
1 (up to 24 hours after assessment deadline)	10	6
2 (more than 24 hours and up to 48 hours after the deadline)	20	12
3 (more than 48 hours and up to 72 hours after the deadline)	30	18
4 (more than 72 hours and up to 96 hours after the deadline)	40	24
5 (more than 96 hours and up to 120 hours after the deadline)	50	30
More than 5 days/120 hours after the deadline	100 (mark of zero awarded)	60 (mark of zero awarded)

~~Table 1: The deduction of marks for each day late relating to a piece of coursework/dissertation, either marked out of 100 or, as a further example, marked out of 60.~~

4. 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.

5. 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

The following principles should be adopted in such cases:

- i. Students whose assignment mark falls below a pass as a result of a late penalty, ~~within the 5-day timeframe,~~ should **not** be asked to resit the assignment.
 - 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.

Therefore, for undergraduate programmes with a minimum compensatable pass mark of 30:

- o UG marks after the penalty of between 31 and 39 are recorded as 31-39R (Marks in the compensation zone after the application of the penalty are not capped but retain the mark after the penalty, with an 'R' suffix to signify that the mark is counted as a resit attempt, within the credit allowance for referrals.)
- o UG marks that were pass marks before the penalty but that after the penalty fell to 30 or below are recorded as 30R (i.e. the minimum compensatable pass mark).

For postgraduate taught programmes with a minimum compensatable pass mark of 40:

- o PGT marks after the penalty of between 41 and 49 are recorded as 41-49R
- o PGT marks that were pass marks before the penalty but that after the penalty fell to 40 or below are recorded as 40R

Programmes with minimum compensatable pass marks that are different from the above should adopt an approach that is equivalent but that reflects their pass mark.

- If a student's original mark, before the application of a penalty, was in the compensation zone, the mark recorded should be capped at the lowest compensatable pass mark (30C for UG and 40C for PGT) and the student should not be asked to resit the assignment.

- ii. ~~When a piece of assessed work is more than 5 days late, the student is deemed to have failed through non-submission and receives a mark of zero with no credit.~~ Any referral/resit that is required as a result does not have to necessarily take the form of the original assessment, but must be designed to assess the achievement of the same ILOs (see paragraph F21 of the Undergraduate Degree Regulations and paragraph F20 of the Postgraduate Taught Degree Regulations).
- iii. Final year UG students with capped marks/marks of zero for assessments, due to late submission penalties, will still be eligible for Special Compensation if they have failed other units (see section J of the Undergraduate Degree Regulations).

6. Providing feedback in relation to work submitted late

Work submitted within five10 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 five10 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

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.); and. Students should be advised via the handbook of the penalties that will apply in the event of students submitting their work be applied if they submit late. Students should be advised of the sliding scale of 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 (whether that be one second late or five days late). Students should also be advised that the sliding scale does not apply to referrals and that in such cases if they submit referred assignments late, a mark of zero will apply automatically be given.

Appendix 4: Guidance on late submission for large pieces of work⁵ ('clean')

To accompany the Policy on Submission of Work for Summative Assessment (updates made by TLG Policy & Guidance subgroup, September 2017)

A. Background

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.

Paragraph 4.5 of the Policy states that Schools must implement a sliding scale to penalise work submitted late. Paragraph 4.6 states that the mark awarded for such work will reduce by 10 marks per calendar day (assuming a 0 -100 marking scale). Paragraph 4.7 states that, in exceptional circumstances and for sound pedagogic reasons⁶, 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.

The following guidance is provided for Schools to assist in their implementation of these aspects of the Policy.

B. Guidance

1. Definition of late submission

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.

2. 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 marks. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20 marks, and so on, at the rate of an additional 10 marks deducted per day/24 hours.

The Policy relates to *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.

⁵ 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.

⁶ 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.

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.

3. 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.

4. 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.

5. 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

The following principles should be adopted in such cases:

- i. Students whose assignment mark falls below a pass as a result of a late penalty should **not** be asked to resit the assignment.
 - 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.

Therefore, for undergraduate programmes with a minimum compensatable pass mark of 30:

- UG marks after the penalty of between 31 and 39 are recorded as 31-39R (Marks in the compensation zone after the application of the penalty are not capped but retain the mark after the penalty, with an 'R' suffix to signify that the mark is counted as a resit attempt, within the credit allowance for referrals.)
- UG marks that were pass marks before the penalty but that after the penalty fell to 30 or below are recorded as 30R (i.e. the minimum compensatable pass mark).

For postgraduate taught programmes with a minimum compensatable pass mark of 40:

- PGT marks after the penalty of between 41 and 49 are recorded as 41-49R
- PGT marks that were pass marks before the penalty but that after the penalty fell to 40 or below are recorded as 40R

Programmes with minimum compensatable pass marks that are different from the above should adopt an approach that is equivalent but that reflects their pass mark.

- If a student's original mark, before the application of a penalty, was in the compensation zone, the mark recorded should be capped at the lowest compensatable pass mark (30C for UG and 40C for PGT) and the student should not be asked to resit the assignment.
- ii. Any referral/resit that is required as a result does not have to necessarily take the form of the original assessment, but must be designed to assess the achievement of the same ILOs (see paragraph F21 of the Undergraduate Degree Regulations and paragraph F20 of the Postgraduate Taught Degree Regulations).
- iii. Final year UG students with capped marks/marks of zero for assessments, due to late submission penalties, will still be eligible for Special Compensation if they have failed other units (see section J of the Undergraduate Degree Regulations).

6. 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

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