

Late Submission of Coursework

1. This policy sets out the principles which the College applies to the late submission of coursework, with the aim of ensuring consistent practice across the College.
2. This policy applies to all undergraduate and postgraduate taught programmes of study.
3. No individual academic member of staff should allow extensions.
4. Work to be considered for formal assessment that is submitted late is given two marks: a penalty mark of 40% (50% for postgraduate awards), assuming it is of a pass standard, and the 'real' mark that would have been awarded if the work had not been late. Both marks are given to the student on a cover sheet. If the work is not of a pass standard a single mark is given.
5. Students submitting work late that is to be considered for assessment should be afforded the opportunity to provide written evidence, medical or otherwise, as to why their work was submitted late. This should be made on a Mitigating Circumstances form and submitted in accordance with the operational procedure for submission published by the appropriate School. All valid submitted mitigating circumstances forms will be considered by the appropriate Sub-Board of examiners or its designated Mitigating Circumstances sub-board. If no such documentation is received by the deadline for submitting such forms (normally 2 weeks after the assessment deadline for a module) the 'real' mark will not be considered and the penalty mark will stand. An absolute cut off deadline for late submission and accompanying documentation shall be specified by each School and communicated to students in advance.
6. All requests are collected and considered by the Sub-Board of Examiners or Mitigating Circumstances Sub-Board prior to a meeting of the full Board. The results of this consideration should be presented to the full Sub-Board of Examiners
7. Appropriate procedures should be put in place for students on interdisciplinary programmes. This should normally involve submission of evidence to the department of their 'home' programme, and the evidence will be considered by the Sub-Board of Examiners of the 'home' programme. Any decisions made that relate to modules overseen by other Sub-Boards will be communicated to those Sub-Boards by the 'home' Sub-Board.

Academic Board
June 2016