

Late Submission of Coursework

One outcome of the Institutional Audit conducted by the Quality Assurance Agency in June 2005 was the recommendation that the College may wish to consider

implementing a College-wide procedure for managing late submissions and extenuating circumstances in student assessment.

Current procedures vary across Schools and Programmes and, as such, raise issues of equity and fairness. The scheme to deal with late submission of assessment proposed in the original CAS document was the largest subject of feedback received from Schools. Many Schools proposed their own schemes for adoption as a College-wide policy, and having considered those presented, the Working Group recommends a slight variation of the scheme used in the School of English and Humanities. This scheme is intended to apply across all undergraduate and postgraduate degree programmes.

- i) No individual academic member of staff should allow extensions.
- ii) 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.
- iii) 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 standard *pro forma* and submitted to the Tutor or Programme Director, as appropriate and thence to the appropriate Board of examiners or its designated Mitigating Circumstances sub-board. If no such documentation is received prior to the meeting of the Board / Sub-Board the 'real' mark will not be considered and the penalty mark will stand.
- iv) An absolute cut off deadline for late submission and accompanying documentation shall be specified.
- v) All requests are held over and considered by the Board or Mitigating Circumstances Sub-Board prior to a meeting of the full Board. The results of this consideration should be presented to the full Board of Examiners
- vi) Appropriate procedures should be put in place for students on interdisciplinary programmes. This should normally involve submission of evidence to the relevant module tutor, who should pass it on for consideration by the relevant Board / Sub-Board, in the School in which the programme is based.

In addition to its relative simplicity and the fact that it has been working well in the College for some time, this scheme has the advantage of standardising practice whilst allowing for appropriate variations in final deadline dates (these will probably be determined by the date of meeting of the board of examiners, but other considerations such as possible plagiarising of course work might also obtain). Judgement of the reasons for late submission will no longer be required of individual members of staff on what is often an *ad hoc* basis, but instead will all be made at the same time by a properly empowered committee.