

# Late Submission Penalties

- 1.1 The University has a uniform policy for the late submission penalty for a piece of assessed work worth 10% or more of the final module mark.
- 1.2 Work submitted up to 5 days after the deadline should be marked as usual, including moderation or second marking, and feedback prepared and given to the student. The final agreed mark is then reduced by the factors in the following table.

Days late	Mark
Up to 1	(final agreed mark) * 0.9
Up to 2	(final agreed mark) * 0.8
Up to 3	(final agreed mark) * 0.7
Up to 4	(final agreed mark) * 0.6
Up to 5	(final agreed mark) * 0.5
More than 5	Zero

- 1.3 For work submitted late but accompanied by a special consideration form, the marking and moderation process should proceed as normal with the penalties in the table above being applied. Any adjustment to the mark awarded, as a result of the decision of the Special Consideration Assessor/Board, should be implemented after.
- 1.4 Work submitted in paper copy or as an artefact (requiring physical attendance on campus) will have penalties applied based on University working days.

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