

Late Submission Penalties

1. Introduction

- 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.

2. Penalties

- 2.1 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.

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

- 2.2 Work submitted late and accompanied by a special considerations form should be marked as usual and the penalties in the table above applied.

3. Exemptions 2020-21

- 3.1 The following exemptions apply:

- 3.1.1 Items of summative assessment with both release and submission dates in the designated end of semester or supplementary assessment period are not eligible for deadline extensions and are exempt from this Policy. In the absence of an approved request for special consideration, submission after the published deadline will attract a mark of zero.
- 3.1.2 For items of summative assessment with a release date before and submission during the end of semester or supplementary assessment period, the Board of Examiners has the discretion to allow deadline extensions or the application of late penalties. In the absence of approval by the Board of Examiners or an approved request for special consideration, submission after the published deadline will attract a mark of zero. Schools must make it clear to students which assessments follow which rule (usually in the assessment rubric).
- 3.1.3 For items of summative assessment with both release and submission dates before the designated end of semester or supplementary assessment period, and which cannot take place during the assessment period due to pressure of the assessment timetable, Schools may ask AQSC for permission to allow deadline extensions or the application of late penalties. In the absence of approval by AQSC or an approved request for special consideration, submission after the published deadline will attract a mark of zero.

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