

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

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