

**Name of Policy**

**COURSEWORK SUBMISSION POLICY**

**Purposes**

To ensure that students are aware at the commencement of their programme of study of all deadlines for the submission of each element of summative assessed coursework and other assessments and of the defined procedure for its submission and receipt.

**Author / Job Title**

Head of Quality and Professional Development

**Equality Analysis  
By Whom**

Jonathan Disley, Head of Quality and Professional Development

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5

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(month & year)**

11/2018

**Approved by**

	<b>Date</b>
Senior Manager	
ELT	21 September 2016
Corporation	

**Related policies or procedures or parent policy if applicable**

This policy is not applicable to students following MMU Foundation Degree programmes, who should refer to the relevant MMU policy.  
HE Fees Policy

**Groups/bodies consulted in the development of the policy**

Pearson (Edexcel)  
HE in FE Cheshire Consortium of Colleges

**To be published on College website**

YES

## SUBMISSION OF COURSEWORK

*The terms 'assessed coursework' and 'other assessments' are to be interpreted to include all those forms of summative assessments (other than written examinations for which separate regulations exist) which contribute to a student's Unit assessments, including but not limited to: written assignments, studio work, performance, dissertations, presentations, practicals and projects. 'Submission' in this context is intended to mean more than just 'handing in'; it is to be understood as referring to the completion of and making available for assessment of coursework.*

### A Submission deadlines

- 1 Students shall be informed at the commencement of their programme of study or, in the case of Higher Education students at the commencement of each academic session, or as soon in either case as is practical thereafter of all deadlines for the submission of each element of summative assessed coursework and other assessments and of the defined procedure for its submission and receipt, preferably by being provided with an assessment planner (**see Appendix 3**). In any event, the submission date must be clearly communicated to students in good time for them to plan their work appropriately
- 2 The procedure for the submission and receipt of assessed coursework shall inform students:
  - i from whom they should seek authoritative advice and guidance on the submission of course assessments
  - ii of the form and format in which and the means by which the assessment is to be submitted and of their responsibility to ensure they have and retain a backup and 'hard' copy of any assessment submitted electronically
  - iii to where/whom assessed course work is to be submitted
  - iv of any particular submission instructions or requirements such as, for example, the obtaining of receipts for work submitted
  - v of the date on or before which assessed course work is to be submitted ('the submission date')
  - vi of the procedure through which authorised extensions to the submission date may be sought (**see Appendix 1**)
  - vii from whom authorised extensions to the submission date may be sought
  - viii of any deadline by which requests for authorised extensions to the submission date must be submitted
  - ix that requests for extensions will only be agreed if the student produces reasons acceptable to the member of staff authorised to do so
  - x that authorised extensions will be appropriately evidenced

xi that work submitted later than the authorised extension shall be subject to the penalty in the same way as work submitted late without an authorised extension.

### 3 Formative assessment deadline HNC and HND Programmes

- i One opportunity to provide final formative assessment feedback should be included in each assessment at a point (*formative assessment date*) clearly indicated on the assignment brief when students will have had the opportunity to provide evidence towards all the assessment criteria targeted.
- ii This submission date for Formative Assessment should be clearly stated on the assignment brief and should be built into the Assessment Plan
- iii Formative assessment should be formally recorded and available for internal and external moderation
- iv Following formative assessment and feedback, students are able to revisit work to add to the original evidence produced to consolidate a Pass grade or to enhance their work to achieve a higher grade by the *summative assessment date*.

### 4 BTEC HNC/HND submission arrangements

- i It is very important that students are given clear instructions on the front sheet of the assignment about the arrangements for submitting their work. Assignments that are received electronically are automatically date stamped. Assignments that are submitted in paper format must be receipted by a member of staff. The LRC is a central point where paper assignments can be submitted, logged and receipted using Form HE Assessment Submission and Receipt Form (**see Appendix 2**). Students should retain evidence of submission.

### 5 Feedback on Assessment

- i It is expected that written or verbal feedback will normally be given to students within 10 working days of the submission deadline. Feedback should be constructive and supportive and encourage progression with learning, where possible.

## B Penalties for Late Submission of Coursework

*The nature, frequency and form of assessed coursework will of necessity vary between programmes and awarding bodies. Specific awarding body (eg MMU) regulations must be referred to for each programme. The time taken for it to be marked or otherwise assessed, returned to students and feedback thereon provided will also vary and these factors will determine the submission dates and absolute deadlines referred to below.*

- 1 Students who fail to meet submission deadlines may be penalised for so doing by having their marks reduced in accordance with the following scheme: (*not HNC HND Person programmes*)
  - i Students shall, insofar as this is possible and practical, be informed at the commencement of the programme year, of the date by which each element of summatively assessed coursework is to be submitted ('the submission date'), preferably by being provided with an assessment planner (**see Appendix 3**). In any

event, the submission date must be clearly communicated to students in good time for them to plan their work appropriately.

- ii Students shall be informed of any absolute deadline after which coursework will not be accepted and will therefore be given a mark of zero. Generally, the absolute deadline shall be set at 10 working days after the submission date or at such other earlier date as may be specified to students where this is determined by the time at which feedback is provided to the cohort or group or by some other relevant factor.
- iii Students who submit coursework late (but before the stated absolute deadline) shall receive a pass mark for the work provided that it is of a pass standard. This opportunity is not available for students submitting re-assessments. Students should be made aware of the likely impact this might have on their final mark or grade, particularly in cases, such as a project or dissertation, where the coursework may have a particularly significant weighting.
- iv Students shall be informed of the designated person to whom they may submit evidence of exceptional circumstances which they consider to have caused them to submit assessments late and for which they do not wish to attract any penalty; this would normally be the Course Team Leader/Personal Tutor (or equivalent). **See Appendix 1.**
- v In cases where the student's reasons for late or non-submission are accepted then the late work shall be assessed without penalty or the student be given an opportunity to make good the missed assessment.
- vi Students are not required to obtain medical notes for minor ailments or medical conditions which may have occurred around the time submission of course work was due; by their very definition, minor ailments or conditions will not have prevented a student from seeking a submission extension and where no such submission was sought at the relevant time, little weight if any should be given to the claimed condition as constituting exceptional circumstances.

*It should be noted that although paragraph (ii) above refers to an "absolute deadline", paragraphs (iv) and (v) provide for those cases where notwithstanding the fact that the absolute deadline has passed the student can show that factors beyond his/her control made it impossible for the work to be handed in on time. In such a case, the zero mark penalty (or in the case of work handed in after the submission date but before the absolute deadline, the pass mark cap) should not be applied.*

## 2 HNC and HND Programmes only

Pearson (Edexcel) HNC/HND assignment briefs should not contain statements that imply students will be penalised if they are late in submitting work. However, as the programmes are vocational in their delivery context and in most work settings deadlines have to be met and therefore disciplined time management is very important. The use of contextualised statements in relation to Merit and Distinction criteria relating to the submission of assignments to a given deadline may be made in which case the particular Merit, or Distinction, criteria cannot be achieved if the assignment is handed in late.

Late work (without a previously agreed extension to submission date)

Late submission of student assessment will be accepted as long as it submitted by the last day of the academic year for that year of the course. Student work is **not**

downgraded (eg to a Pass) **unless** the assessment generic merit/distinction grade descriptors require evidence related to timely completion of work appropriately contextualised to the world of work (as above).

### **C Resubmissions/Resits for HNC HND Programmes**

- i Where an assessment does not meet the Pass criteria or has not been submitted by the last day of the academic year for that course, the student will be invited to resubmit assessment for that set of criteria.
- ii The assessment will **either** be a resubmission of the original assignment or a new assignment at the discretion of the Programme Leader taking into account the nature of the original assignment and that it does not adversely affect other assessments or give the student an unfair advantage over others.
- iii The resubmitted assessment will **not** include an opportunity for Merit or Distinction criteria.
- iv So as not to over burden the student with assessments at any one time the usual resubmission/resit window will be a period set during July/August for courses running in an academic year from September to June. Resubmission/resit periods for academic years other than this will be agreed with Head of Academic and Higher Studies at the start of their academic year.

### **D Non completion of Year 1 for HNC HND Programmes**

- I. Where a student does not submit all assessments and/or fails to achieve a 'pass' level in an assignment and/or unit they will not be allowed to progress into the following year of the programme.
- II. Recommendations from the Assessment Board will specify if a student is allowed to re-sit unit(s) without attendance or is provided with an opportunity to retake Year 1 of the programme.
- III. Resubmission of assessment without attendance will incur a re-sit fee, as specified in the HE Fees Policy.

This form must be submitted before the assignment deadline

Please date stamp:
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## Assignment Submission: Short Extension Request

<p>A <b>Short Extension</b> is for up to and including 10 working days and is usually for <b>one assignment only</b>. (working days must be during term time and within the same academic year)</p>			
Surname:		Forename(s):	
Programme/Course Name:			
Mode of Study: <i>(circle as appropriate)</i>	FT    PT	Year of Study: <i>(circle as appropriate)</i>	1   2   3
		Term: <i>(circle as appropriate)</i>	1   2   3
Student No:		Academic Year:	
Reason requested for Extension:			
If you cannot meet an assessment deadline, you are strongly advised to seek advice from a member of your teaching staff as soon as possible. Please give the name and role of the member of staff who advised you:			
Staff Name:		Role:	Date:
Type of Assessment <i>(eg Assignment, Presentation)</i>	Unit Title	Original Assessment Deadline Date	Agreed Extension Date
Student's Signature:          Date:		This form must be approved by the Lead Internal Verifier.	
		Evidence supplied?    Yes    No <i>(circle as appropriate)</i>	
		Approve                  Do Not Approve <i>(circle as appropriate)</i>	
		Name: _____	
		Signed: _____	
		Date: _____	

This form must be submitted before the assignment deadline.

## General Guidance on Applying for an Assessment Extension

If you cannot meet an assessment deadline, you are strongly advised to seek advice from a member of your teaching staff as soon as possible.

- a **Short Extension** is up to and including 10 working days (during term time and within the same academic year) and is usually for one assignment only. It must be approved by the Lead Internal Verifier/Programme Leader.

When filling in the form, please give details of **each assessment** for which you are seeking an extension, not just the overall module.

**Assessment Submission Form**

<b>Student Name</b>	
<b>Student Number</b>	
<b>Assessment Title</b>	
<b>Module Title/Code</b>	
<b>Programme Name</b>	
<b>Tutor</b>	
<b>LRC use only</b> <b>Date Submitted</b>	
<b>Tutor use only</b> <b>Date Received</b>	
<b>Tutor use only</b> <b>Grade/Mark</b>	

**A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT.**

**STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.**

**Plagiarism** is the unacknowledged inclusion of another person’s writings or ideas or works, in any formally presented work (including essays, examinations, projects, laboratory reports or presentations). The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the College’s commitment to academic integrity.

**Declaration of Authorship**

I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

**Signed**..... **Date**.....

**Please complete both sections and hand in with assignment to the Learning Resource Centre**

**Candidate Name:** .....

**Course:** .....

**Module Title/ Number:** .....

**Assignment Title:** .....

**To be completed by the LRC**

**Date Received:** .....

**Signed:** .....

**Please print name :** .....

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**This part to be handed back to the student**

**Candidate Name:** .....

**Course:** .....

**Module Title/ Number:** .....

**Assignment Title:** .....

**To be completed by the LRC**

**Date Received:** .....

**Signed:** .....

**Please print name :** .....

**Keep this document to confirm submission of your work**

**APPENDIX 3**



# ASSESSMENT PLAN

Programme Number & Title											
Unit No & Title	Assignment No & Title	Learning Objective	Assessment Criteria	Hand Out Date	Formative Feedback Date	Hand In Date	Summative Assessment Date	IV Sampling Date	Resubmission Date*	Assessor Name	IV Name
<b>Year 1</b>											
<b>Year 2</b>											
<b>Lead Internal Verifier Signature</b>			<b>Name</b>			<b>Date</b>					
<b>* Lead Internal Verifier must authorise any resubmissions</b>											

