

HE Policy on Late Submissions of Assessment

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Revision History

Version	Purpose/Change	Date
4.0	Review of policy; revision of extension and mitigation details in line with amended <i>HE Policy on Extensions and Mitigation</i> .	September 2021
4.1.	Appendix 1 table added.; 2.3. Amended following EIA.	March 2022
5.0	Periodic Review; addition of hyperlinks to policy webpages.	September 2022
5.0	Periodic Review – no changes	October 2023

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The *HE Policy on Late submission of Assessment* is designed in line with the University Centre’s HE awarding bodies’ and collaborative university partners’ assessment regulations. It outlines procedures for managing late submissions relating to student assessment on undergraduate HE programmes.

The Policy is written in line with the Expectations and Core practices of the UK Quality Code for Higher Education (Quality Code), which are a key reference point for higher education providers in all parts of the UK.

The Policy should be considered in conjunction with other regulatory requirements, including professional, standards and regulatory bodies’ (PSRB) rules and regulations.

1. Introduction and Definition

1.1. Any work that has been submitted after a deadline has passed is classed as **late**, except in cases where an extension has already been agreed via mitigating circumstances procedures or through request for a short extension¹. There should be no discretionary periods or periods of grace. A student who submits work at 1 minute past a deadline or later will therefore be subject to a penalty for late submission.

2. Meeting Deadlines

2.1. All students are provided with an assessment plan at the start of their course that outlines the deadlines for submission of work and how the students are expected to submit (i.e. the format, such as online via Turnitin or presentation). Students are advised via the Programme Handbook of the penalties that will be applied if they submit late and the implications for feedback.

2.2. Late submission includes non-attendance at live assessment events. For example, non-attendance at a scheduled presentation or a missed performance.

2.3. Students may be given authorised extensions for legitimate reasons, such as for illness at the time of submission or following an assessment of needs that refers to extension requests for a disability or long-term health condition, in accordance with the University Centre's *HE Policy on Assessment Extensions and Mitigating Circumstances*.

2.4. The University Centre's assessment policies are intended to ensure that all students are assessed according to the same conditions and that some are not advantaged by having additional time or opportunity to learn from others.

3. Extensions to Deadlines

3.1. Students must submit applications for an extension to an assessment deadline in accordance with the University Centre's *HE Policy on Assessment Extensions and Mitigating Circumstances*.

3.2. In accordance with the *HE Policy on Assessment Extensions and Mitigating Circumstances*, no individual academic member of staff will allow extensions. All agreed extensions should be recorded on the *Student Request for Short Extension* forms and an agreed new deadline for submission should be noted and approved by the Programme Leader and Module Leader/Moule Tutor.

3.3. A formal notification of the agreed extended deadline or repeated assessment time is recorded by the Programme Leader and confirmed to the student. When the extension is required for a substantially longer period, over **five** working days, the student will be advised to apply for mitigation.

4. Late Submission due to Mitigating Circumstances

4.1. In cases when a student has experienced sudden, unexpected and severe circumstance that have affected their ability to submit an assessment on time, the *HE Policy on Assessment Extensions and Mitigating Circumstances* must be followed. In accordance with the Policy,

¹ refer to the related policy: [*HE Policy on Assessment Extensions and Mitigation*](#).

students are entitled to complete an application for mitigating circumstances and must provide written evidence (medical or otherwise) as to why their work is a late submission.

4.2. All applications for mitigating circumstances are considered by the Mitigating Circumstances Panel (Assistant Dean of Higher Education, HE Quality and Registrar Officer and Programme Leader/Module Leader) who will consider the application and respond to the student in writing within 5 working days of the receipt of the application. The results of this consideration will be presented to the full Assessment Board. If no such documentation is received prior to the meeting of the Assessment Board any penalty mark will stand.

4.3. The final deadline for any late submission and accompanying documentation is five working days prior to the Assessment Board meeting.

4.4. Only in exceptional and very rare mitigating circumstances, where a student may not be in a position to provide evidence due to serious health or similar situations, following a consultation with the student or their next of kin, an alternative absolute deadline shall be specified.

5. Penalties for Late Submission

5.1. Work that is submitted late, and has no approved extension or mitigation in place, will be marked according to the set criteria in 5.2 (see also Appendix 1 for overview).

5.2.

Pearson Higher Nationals – RQF: HNC and HND Top-up

If a student submits an assignment after the submission date without an extension or mitigating circumstances in place, it will be treated as a 'late submission'. Assessment grades will be influenced by late submission of work and in these circumstances the penalty as stated below will apply:

- **PENALTY MARK:**
 - **A reduced grade penalty mark:** late submissions (up to two weeks/10 working days after the summative submission date) can only achieve a PASS. The work will be assessed and the grade awarded but the grade awarded will be downgraded to a PASS.
- If an assignment is submitted over two weeks (10 working days) after the summative submission date, submission will be graded as a FAIL. **The mark without penalty** that would have been awarded if the work had not been late will also be recorded.

Both the penalty and the uncapped marks are given to the student on a cover sheet. If the work is not of a pass standard a single mark is given.

- Where an assignment has failed due to late submission, the student may be able to make use of the resubmission opportunity. Work will be capped at a PASS grade.

Open University

Where coursework is submitted late and there are no accepted mitigating circumstances it will be penalised in line with the following:

- *Submission within 6 working days:* a 10% reduction deducted from the overall marked score for each working day late, down to the 40% pass mark and no further.
- *Submission that is late by 7 or more working days:* submission refused, mark of 0.
- Submission after the deadline will be assumed to be the next working day.
- Students who fail to submit work for assessments or attend examinations shall be deemed to have failed the assessments components concerned and will be marked as 0.
- If an extension is granted by the tutor the new deadline will be agreed and recorded and this new submission date MUST be adhered to.

Other university validated programmes (LJMU, University of Huddersfield): individual University regulation applies as set in the relevant academic standards:

- Liverpool John Moores University (LJMU)
<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-policy>
- University of Huddersfield (UoH)
<https://www.hud.ac.uk/policies/>

6. Professionally Accredited Programmes

6.1. The requirements of Professional and Statutory Bodies (PSRBs) may take precedence over the requirements of the Policy. Therefore, PSRB accredited programmes that have a deadline/time related Learning Outcome (LO), for example related to professionalism, should be considered in line with the relevant regulations.

7. Documents to be read in line with HE Policy on Assessment

- HE Policy on Assessment
- Guidance on the Internal Moderation of Summative Assessment Tasks
- HE Policy on Assessment Extensions and Mitigating Circumstances
- OU Regulations for Validated Awards

These policies and procedures are available on the College's website here: <https://www.liv-coll.ac.uk/study-at-the-college/higher-education/he-policies-and-procedures/> and, internally, on the HE Student Handbook VLE page here: <https://learn.liv-coll.ac.uk/course/view.php?id=99>

Appendix 1

Awarding Body	Submission	Penalty
Pearson (HNC/HND)	Up to 10 working days after deadline	Grade capped at PASS
Pearson (HNC/HND)	Over 10 working days after deadline	Submission graded as FAIL

Awarding Body	Submission	Penalty
Open University	Within 6 working days of the deadline	10% reduction from overall marked score for each working day late. Down to 40% pass mark and no further.
Open University	7 or more working days after deadline	Submission refused, mark of 0
Open University	No submission	No submission, mark of 0