As part of the University's response to COVID in 2019/20, it was agreed that the standard Submission of Coursework Policy should apply to late submissions for all assessments, irrespective of the format (including take-home exams and coursework being submitted electronically) and mode of submission (L+T COVID Group, final record of decisions, 22 May 2020). This was a change of policy, as take-home exams were explicitly included.

However, there was a variety of practice across Schools regarding late submission of take-home exams, resulting in different decisions for students: no action taken and marked as per scripts submitted on time; requesting students to submit mitigating circumstances; implementation of the penalties outlined in the Submission of Coursework policy.

 Submission of Coursework Policy: Current Policy

The University’s Submission of Coursework Policy was introduced in 2018/19. In a step change from previous, related policies, the scope for extensions has been removed (unless an extension has been agreed as part of reasonable adjustments arrangements). Students have up to five working days after the published deadline to submit, but receiving a 30% penalty. Any coursework submitted after five working days of the set submission date will automatically be awarded a “no grade”, with no formative feedback provided.

Coursework submitted late is flagged to those involved in the marking/grading process. Students are encouraged to apply for mitigating circumstances if they think that they will be late in submitting their coursework. Where circumstances will result, or have resulted, in a deadline being missed, students should apply for this to be considered under the Mitigating Circumstances Policy.

Exams and webtests/class tests are explicitly excluded from the Submission of Coursework Policy.

 Submission of Coursework Policy in 2020/21: Restatement of Current Policy

As stated above, the inclusion of take-home exams in the late submission process, as outlined in the Submission of Coursework Policy, during 2019/20 led to variability in practice across Schools and so variability in treatment of students. The Learning and Teaching Academic Year 2020/21 Group (LTAYG) has, therefore, agreed to revert in 2020/21 to the original policy, which excludes take-home exams and class tests/web tests.

The following sections, which confirm existing policies, were endorsed by the LTAYG on 16 December 2020:

For the purposes of clarity and equity of treatment of students, from January 2021, the Submission of Coursework Policy will apply to late submissions for all assessments (including coursework substitutes for face-to-face exams), with the exception of class tests/web tests and take-home exams.

If a student has missed a class test/web test or a take-home exam (ie there is no submission by the end of the time-limited period and there are no mitigating circumstances), then an ABS is given, as per standard, approved (ie pre-COVID) arrangements.

If technology or other circumstances prevent or delay a student from submitting a take-home exam or completing a class test/web test within the specified period of time, then the student should apply under the Mitigating Circumstances Policy for this to be taken into consideration. This course of action accords with the advice given to students in the General Guide to Take-Home Exams (including the Guide to Timed Take-Home Exams).

As per the existing policy, it is the responsibility of the student to work professionally and work towards submitting all assessed coursework by the submission deadline. Students are encouraged to manage their time and workload to enable them to submit coursework by the specified deadlines.

1. Extensions are not automatically applied for all students with reasonable adjustments. Following a discussion between a student and the Disability Advisor, an "extension to deadlines justification" will be added to their record, indicating that an extension might be required. The student will then request an extension with justification on a case-by-case basis with each lecturer. One week is the recommended extension timeframe. Students are discouraged from continually requesting extensions; rather, the Disability Advisors will work with students on developing their organisational and time management skills.