The University’s standard Submission of Coursework Policy applies to late submissions of all forms of coursework in 2022/23, except *"class-based tests, webtests, presentations or other time-limited activities"* (as per the original policy), which now includes timed, online coursework (formerly known as take home exams or take home open book exams) scheduled during the Exams and Assessment Diet. There is now a separate policy statement on submission of timed, online coursework, as outlined below. See separate Summary Paper on Types of Assessment in 2022/23 for definitions of “coursework”.

Examinations are now defined as being either hand-written in a University approved exam venue or completed online in a University approved Computer Lab/Test Centre. The submission of both types of examinations does not need a specific policy relating to late submission, as invigilators will gather in all hand-written scripts in the case of hand-written exams, and, in the case of exams being completed in an approved Computer Lab/Test Centre, there will be an automatic cut-off at the end of the allocated time period for these invigilated online exams.

### Submission of Coursework in 2022/23: Current Policy and Recent Changes

**This section does not apply to time-limited coursework; see next section.** The types of coursework to which the Submission of Coursework Policy applies are as defined in the separate Summary Paper on Types of Assessment in 2022/23.

#### Coursework due for submission during Teaching Weeks 1-12

The University’s Submission of Coursework Policy was introduced in 2018/19. In a step change from previous, related policies, the scope for extensions was removed (unless an extension has been agreed as part of reasonable adjustments arrangements†). During Teaching Weeks 1-12, 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.

#### Coursework due for submission during the Exams and Assessment Diets

The LTAYG agreed on 13 July 2022 by correspondence that deadlines for credit-bearing (ie contributes to the overall mark/grade for the course) coursework items which are due for submission in the Exams and Assessment Diets should be set for *at least six working days* before the end of the diet to allow the “up to five working days” concession (part of the 30% deduction specified in the Submission of Coursework Policy) to be applied in full before the end of the last day of the diet and thereby avoid any consequent impact on marking, results processing, Course Assessment Boards and results release.

**UG and PGT Dissertations and Projects**

On 13 July 2022, the LTAYG did not agree with the that the “up to five working days” concession should no longer be applied to UG and PGT Dissertations and Projects and that 0 F should be awarded for any dissertation or project submitted after the deadline (unless there are accepted Mitigating Circumstances). The LTAYG agreed that the existing policy should remain unchanged and that UG and PGT dissertations and projects should continue to be included in the “up to five working days”/30% concession.

#### Time of Day of Submission

At its meeting on 15 December 2021, the LTAYG agreed the following with regard to **time of day for submission of coursework**, which was reaffirmed by the LTAYG on 13 July 2022 as a permanent arrangement from 2022/23:

*All coursework deadlines should be set during local core hours at each campus or associated timezone (eg 0900-1700) and should be set during weekdays only. For multi-campus coursework, a deadline of midday was agreed. Submission timings should set up on Canvas were appropriate.*

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† 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. Maximum of one week is the recommended extension timeframe and thereafter the coursework will be considered late and will be awarded 0 F as per the policy unless there are approved mitigating circumstances. Students are discouraged from continually requesting extensions; rather, the Disability Advisors will work with students on developing their organisational and time management skills.
**Student Responsibilities**
Students are encouraged to apply for mitigating circumstances if they think that they will be late in submitting their coursework due to circumstances outwith their control. 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](#).

As per the existing Submission of Coursework 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.

**Exemptions/Exclusions**
Examinations (as defined in the second paragraph of this paper), webtests, class tests conducted online and other time-limited tasks, including timed online coursework (formerly known as take-home exams) scheduled during the Exams and Assessment Diets, are explicitly excluded from the Submission of Coursework Policy, i.e. the “up to five working days/30% concession” does not apply to these types of assessments.

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### Submission of Coursework Policy in 2022/23: Timed, Online Coursework held in Exams + Assessment Diet and Webtests/Class tests

In the context below, Timed, Online Coursework is the term used from 2022/23 for the former take-home exams which operated as a pandemic-related measure in March 2020-August 2022.

**Student has missed the Timed Assignment and No Mitigating Circumstances**
If a student has missed a class test/web test or a timed, online coursework scheduled during the Exams and Assessment Diet (ie there is no submission by the end of the specified time period and there are no mitigating circumstances), then an ABS is given, as per standard, approved arrangements (see p10 of UG and PG Assessment Procedures document).

**Mitigating Circumstances**
If technology or other circumstances prevent or delay a student from submitting a timed, online coursework scheduled during the Exams and Assessment Diet or completing a class test/web test within the specified period of time, then the student should apply, as advised, under the [Mitigating Circumstances Policy](#) for this to be taken into consideration. The normal processes will then follow depending on whether or not the mitigating circumstances are approved.

**Late Submission of All Timed Assignments**
As explained above, the University’s Submission of Coursework Policy does not apply to timed-limited coursework of any form, which are specifically exempt from the “30%/5 working days” concession. As a consequence, assignments submitted after the allocated duration will be regarded as late and will not be marked, receiving 0 F (unless there are valid MCs which have been approved).

**Submission Arrangements for Timed, Online Coursework held in Exams and Assessment Diets**
See separate Summary Paper on Timed, Online Coursework for all other arrangements for timed, online coursework; this section focuses only on submission and late submission. Timed, online coursework held in Exams and Assessment Diets will be scheduled by RAS and can be offered in one of two formats: (1) 2- or 3-hours duration; (2) 24- or 48-hour window.

1. **Timed, online coursework of 2- or 3-hours in duration**
   Assessments submitted after the end of the specified duration (which includes the time set to complete the coursework plus an additional 1 hr for upload/download and for dealing with any temporary technology issues such as slow broadband) will be regarded as late and will not be marked, receiving 0 F (unless there are valid MCs which have been approved). [The arrangements for additional applied to the former time-limited take-home exams, Jan-Aug 2022, have been discontinued; the arrangement specified here will apply from 2022/23].

2. **Timed, online coursework in 24- or 48-hour window**
   Assessments submitted after the 24- or 48-hour window has closed will be regarded as late and will not be marked, receiving 0 F (unless there are valid MCs which have been approved). There is no additional time added on to either of these windows because there is deemed to be sufficient time allocated for completing the assessment, for download and upload and for dealing with any short-term technical issues (eg slow broadband).