

## **Penalties for the Late Submission of Assessed Work**

SCTEI adopts University-wide guidance on the penalties to be applied in the case of students submitting assessed work late is outlined below (note: this policy covers assessed coursework and comparable assessments, it does not extend to examinations and similar short-term timed assessments):

### **Students must submit work before the submission deadline**

Students are required to submit work by the deadline for submission. Deadlines should be within the working day, so that students can contact the TEI if they have problems. Students must be informed in writing of the deadline for a given piece of work. This may be on TEI notice boards (physical or electronic), by email, through a VLE, and/or in programme/module handbooks. It is also good practice to notify students in writing on an individual basis where the TEI deems this to be possible and appropriate.

### **Format of submission**

Where a TEI requires students to submit work in both hard copy and electronic formats, the work must be submitted in both formats before the deadline for submission, although the TEI may specify different deadlines for each of the two formats. Where TEIs require an electronic copy of work for the purposes of checking for originality work will not be assessed until such time as this is received.

### **Extensions to submission deadlines**

Common Awards guidance on student requests for extensions to deadlines for summatively assessed work is detailed briefly in our guidance on [concessions](#).

If an extension is granted, the new deadline must be made clear to the student, in writing, and the procedures with regard to meeting the new deadline should be those outlined in this policy statement.

### **Late submission (without extension)**

If a student who has **not** been granted an extension fails to submit a piece of summative assessed work (including a dissertation) by the published deadline, the following policy and procedure will apply:

- (i) Students who submit their summative assessed work late but **within five working days**<sup>1</sup> of the deadline shall be penalised by having the mark for that piece of work capped at the module pass mark. The work will be marked and feedback supplied. The mark that would have been awarded to the student had the penalty not been applied should be indicated to the student.
- (ii) Summative assessed work submitted **more than five working days** after the deadline will not be marked and a **mark of zero** will be recorded. **At this point regulations for failed assignments and modules will apply.**
- (iii) In the event that a TEI has specified different deadlines for electronic and hard copy formats of the same piece of summative assessed work, the penalty in (i) above will apply to the first deadline.

Agreed by CAMC: 17 January 2019

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<sup>1</sup> A working day is Monday to Friday and excludes bank holidays and days which the TEI is officially closed.

**TEI centres will ensure that final submission dates and times correspond with the availability of administrative staff who can offer support should students have difficulty submitting work on line. It is recommended that students submit on line in good time – and not in the last few seconds of the submission window.**