

## Policy on Submission of Work for Summative Assessment on Taught Programmes

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#### 1. Introduction

1.1 This document sets out the University's Policy on the process of submission and the penalties associated with late submission.

#### 2. Purpose

2.1 The purpose of this policy is to ensure consistent application of University procedures in order to ensure an equality of experience for students across the University, particularly those on joint programmes.

2.2 In addition, the policy provides transparency in the way submission procedures are articulated to students and the responsibilities on Schools and students for meeting printing costs.

#### 3. Scope

3.1 This policy refers to all undergraduate and postgraduate coursework submitted for summative assessment. Summative Assessment is defined, for the purposes of this policy, as that which contributes to the final unit mark.

3.2 The policy does not apply to purely formative assessment that does not contribute to a final unit mark, nor to assessment that students must attend to complete, such as practical tests, written examinations or work which is marked in the presence of students as part of a continuous assessment model.

#### 4. The Policy

4.1 Schools should publish School level procedures on submission of work for summative assessment, and Faculties will be responsible for ensuring that these are appropriate across the Faculty and in accordance with this policy.

4.2 The School procedures and guidance for the submission of summative assessment must be clearly publicised to students, via Handbooks, local web pages or intranet.

4.3 Schools should publish deadlines for the submission of all coursework at the beginning of each semester.

4.4 Students are responsible for managing their time in order to meet published deadlines.

## **Extending deadlines**

4.5 Deadlines may be extended in accordance with the Policy on Mitigating Circumstances.

## **Penalty for late submission**

4.6 Schools must implement a sliding scale to penalise late submission. Work submitted after the deadline will be marked but the mark awarded will reduce progressively for each day, or part thereof by which the work is late.

4.7 The mark awarded will reduce by 10 marks per day for 5 days (assuming a 0 -100 marking scale), after which a mark of zero will be awarded.

## **Submission of Summative Assessment**

4.8 All typed summative assessment, including dissertations, should be submitted online and subjected to plagiarism detection software, where appropriate (see section 4.13).

4.9 Schools must ensure Students are aware that plagiarism detection software is used and must be directed to information, advice and guidance on academic writing, avoiding plagiarism and the penalties arising from academic misconduct.

4.10 Online submission may affect the application of the anonymous marking policy. All efforts must be made by Schools to preserve the anonymity of students, submitting assessments online.

4.11 Schools must develop contingency plans, in the event of technical difficulties for the submission of assessed work, in accordance with the Guidance on eAssessment.

4.12 Schools may specify instances where the use of online submission and/ or plagiarism detection software is inappropriate. Details of the alternative arrangements in these specific instances must be published to students in accordance with Paragraph 4.2.

## **Alternative Submission Methods**

4.13 Where a School requires alternative methods of submission for typed assessment, any printing costs must be met by the School. These costs must be met directly by the School, by issuing printing credits to students.

4.14 Where a student chooses to print and bind a thesis they must meet these costs themselves.

<b>Document control box</b>	
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