

Policy on Late Submission of assessment on Undergraduate and Postgraduate Master's Level programmes

This policy refers to all undergraduate and postgraduate Master's level summative assessment submitted as a first attempt. Summative assessment is defined, for the purposes of this policy, as any assessment which contributes to the final mark for the module or award.

Submission of Assessments

1. All students must submit assessment by the published deadline (date and time) in accordance with the requirements for each programme of study.
2. The date, time and arrangements for students to submit their work must be clearly communicated to them, including any additional upload times in respect of timed remote online assessments.
3. Departments/programmes must make it clear to students that submission dates and times are in UK local time and it is the responsibility of students to ensure that they check the relevant time zone. (This may be of particular relevance to distance learning students).
4. Careful consideration should be given to the setting of deadlines for the submission of coursework in terms of the time of day and the date especially before weekend, a bank holiday or College closure day.

Definition of Late submission

5. Any piece of assessed work which is submitted beyond the published deadline (date and time).

Penalty for late submission

6. Departments will implement the following penalties to assessment submitted late. Work submitted up to one (1) day after the assessment deadline (date and time) will be marked but capped at the pass mark. Work submitted more than one (1) day late will not be accepted as a valid attempt and mark of zero will be recorded.

Days/Hours late	Penalty
1 (up to 24 hours after the assessment deadline)	Capped at the pass mark
2 (more than 24 hours after the assessment deadline)	

9. Where late work has been marked, feedback might need to be provided in an alternative format and at a date outside of the published schedule.

Application of the Late Submission Policy

10. This policy relates to first attempts only. Students who submit referral assignments after the deadline will be automatically subject to a mark of zero. There

