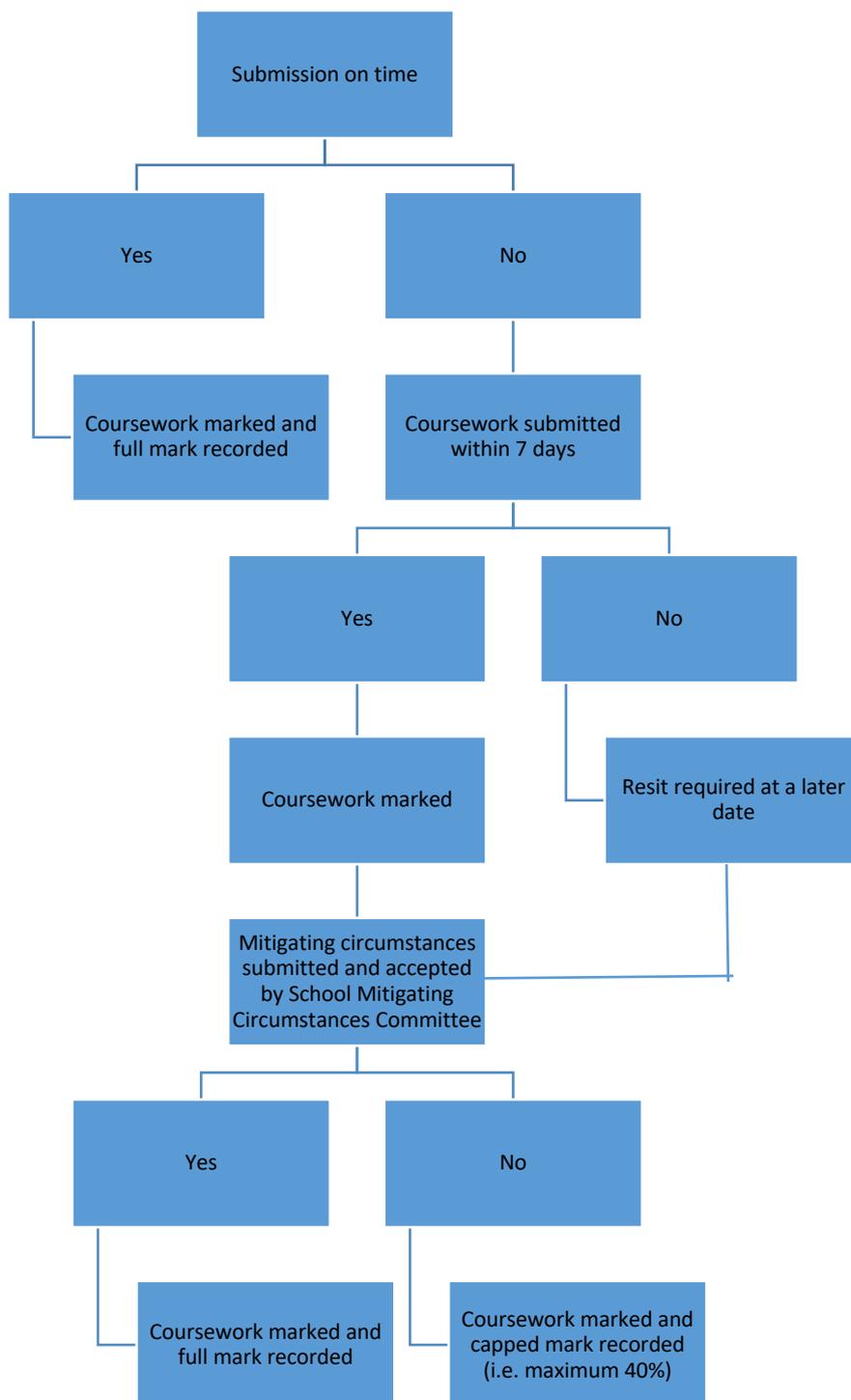


FLOW CHART FOR LATE COURSEWORK



FLOW CHART FOR LATE COURSEWORK

These rules apply to summative coursework where there are two or fewer pieces of coursework in a term. They do not apply to portfolio assessments or in courses where there are three or more pieces of coursework in one term.

- Coursework brief (including a resit question if students are not permitted to resubmit the same question) to be set by the module leader and approved by the external examiner.
- Coursework brief and TurnitinUK inbox put on Moodle. Submission day – Monday. Submission deadline 10.00 am. Submission inbox set to allow submission until 7 days after the deadline. Instructions to be included stating *'The deadline is [date] at 10.00 am. The submission inbox will close on [date + 7 days] at 10.00 a.m. If you submit after the deadline, but before the inbox closes, your work will be marked but your grade will be capped at 40%. If you have valid mitigating circumstances [link to form], you MUST submit these to person/email address] at the same time as or before you submit your work. If your mitigating circumstances are accepted, you will receive the full mark awarded rather than a capped mark.'*
- All submissions in inbox to be marked by module teaching team regardless of time/date of submission.
- Late submissions to be identified by administrative staff from TurnitinUK inbox.
- Administrative staff match up late submissions with accepted mitigating circumstances claims as soon as the decision is available*, and allow the full mark to stand. They cap late submissions with no submission of mitigating circumstances, or where the claim submitted has been rejected.
- Non-submissions require a resit at a later date, to be confirmed by the School. Awarded a capped mark unless mitigating circumstances have been submitted and accepted for the original non-submission.

*It would be helpful if mitigating circumstances for coursework could be decided upon in a timely fashion. It might be helpful to delegate the decisions to a member of administrative staff where there are clear circumstances – for example a short illness at the time of submission, backed by a medical certificate. More complicated cases should go to the full committee, and there should be some cross-university meetings to standardise the approach. Committees should sit frequently enough to deal with the business expeditiously and there should be the power to actually decide if the coursework submission counts for full marks without going through the exam board. The whole idea is to enable students to proceed.