

# Submission of Coursework and Assessment Policy

## Contents

1. Scope, Purpose and Definitions .....	3
2. Not being able to meet the deadline .....	3
3. Extensions to deadline .....	3
4. Late submissions .....	4
5. Resubmission of failed work.....	4
6. Non-submission of work.....	4
7. Repeat Units/modules .....	4
8. Reasonable adjustments .....	5
9. Summer Retrieval Board.....	5
10. Compensation .....	5
11. Equality Impact Assessment.....	6
12. Data Retention Statement.....	6
13. Policy Review and Ownership .....	6

## 1. Scope, Purpose and Definitions

In order to meet awarding body regulations, coursework, assessments, assignments or other forms of summative assessments need to be submitted by students by the date and time stated on the assessment calendar (or equivalent).

- 1.1. The term 'submitted' means handing in the work, usually via Turnitin or other electronic means or as instructed by the academic course team and via the VLE.
- 1.2. It is expected that students will be able to access when formative and summative assessments/coursework is due, and that this will be available at the start of each semester or term.
- 1.3. **Formative assessments** are developmental and support the student to prepare for summative assessments. It is expected that students will take part in all formative assessments. Formative assessments do not count towards the student's final grade for the unit or module. Students will be at a disadvantage if formative assessments have not been engaged with.
- 1.4. **Summative assessments** are marked against assessment criteria and form part of the overall mark for a unit or module, and count towards the final qualification. It is expected that all students will complete their summative assessments and submit this assessment by the stated deadline.
- 1.5. Students who do not submit their work by the deadline are at risk of failing the unit/module.
- 1.6. Work that is submitted by students must have their student number clearly identified and submit work in the format detailed in the programme handbook.
- 1.7. By submitting work, the student has confirmed that the work is their own. This means the work has not been plagiarized or any other academic offence committed.
- 1.8. Summative deadlines must enable student work to be marked and moderated/verified so that final marks can be submitted to the assessment board for decisions to be made regarding progression and qualifications.

## 2. Not being able to meet the deadline

- 2.1. We understand that there may be times where deadlines are hard to meet.
- 2.2. It is the student's responsibility to contact their tutor to discuss any difficulties they have in meeting deadlines at the first opportunity.
- 2.3. Our goal is to support students to succeed and offer support. However, we need to ensure equity is given to all students, including students who meet deadlines.

## 3. Extensions to deadline

- 3.1. If a student is unable to meet a deadline, then the student must ask for an extension, highlighting the reason for the required extension; supporting evidence may be required.
- 3.2. The extension request form must be completed **before the deadline** and sent to the programme leader for approval.
- 3.3. It is highly recommended that a student struggling to meet a deadline talks with their tutor before the deadline to avoid any penalties.
- 3.4. If the student is significantly unwell or has **mitigating circumstances**, the student must apply for mitigating circumstances using the appropriate form. Please refer to the mitigating circumstances policy as there are definitions of what mitigating circumstances are, and the evidence needed.

## 4. Late submissions

Note- mitigating circumstances can be applied for after the deadline in certain circumstances – please see the mitigating circumstances policy.

- 4.1. If a student has submitted work late and has not completed or asked for an extension before the deadline or has not applied for mitigating circumstances the following actions will be taken.
- 4.2. If work has been submitted within 24 hours of the deadline, **and is the first late offence**, the work will be marked without penalty. Full marks will be given.
- 4.3. If the work has been submitted within 2 weeks of the deadline, work will be marked and achieve a pass only.
- 4.4. Work submitted after the deadline, but within 2 weeks of the deadline, may be assessed and the student advised what the result would have been 'without penalty' **for feedback purposes only**.
- 4.5. Work submitted after 2 weeks will not be marked and will be a fail.

## 5. Resubmission of failed work

- 5.1. A student who has failed the first attempt at a summative assessment will have one opportunity for reassessment. The programme leader can approve this.
- 5.2. A new deadline will be given to the student by the programme leader or their representative (module/unit tutor).
- 5.3. Reassessment can be a reworking of the original task.
- 5.4. A pass can only be achieved.
- 5.5. The student must meet the new deadline.
- 5.6. Resubmitted work that is handed in more than 2 weeks late will not be marked and considered a fail.

## 6. Non-submission of work

- 6.1. A student who does not submit work within 2 weeks of the deadline, has not asked for an extension or mitigating circumstances will be considered as a fail.
- 6.2. The student will be able to resubmit work as above.

## 7. Repeat Units/modules

- 7.1. If a student has failed their first and second attempts (even if this is through late or non-submission) (not achieved a pass for that unit), the assessment board may offer the student a final attempt by allowing a repeat of the unit.
- 7.2. This will depend on the student's attendance on the unit. Please see attendance policy.
- 7.3. Repeating a unit is decided by the assessment board only and cannot be decided by the programme team.
- 7.4. The programme leader can read out a statement from the student which outlines their commitment to attend and achieve the repeat unit/module.
- 7.5. The student will study the unit/module again, including all teaching.
- 7.6. It is likely that the student will be asked to pay for this unit/module
- 7.7. The grade will be capped at a pass
- 7.8. The student will be able to resubmit once if first attempt of the repeat is a fail
- 7.9. Units/modules can only be repeated once

## 8. Reasonable adjustments

- 8.1. Where students have an ongoing health difficulty, disability or other significant disadvantage then reasonable adjustments can be made. Evidence will need to be submitted to the programme leader (such as medical evidence or a dyslexia assessment).
- 8.2. The student can have an individual action plan with personalized assessment deadlines, agreed with the student.
- 8.3. The final deadlines of a personalized action plan must ensure the student is able to achieve each academic year and that all final grades are submitted to the end of year assessment board for all units/modules to enable the assessment board to approve and make progression and award decisions.
- 8.4. It is not expected that there will be any outstanding grades at the assessment board.

## 9. Summer Retrieval Board

- 9.1. It is expected that all students will have all final grades recorded to enable the end of year assessment board to approve and make decisions regarding progression and qualification.
- 9.2. The summer retrieval board should only be used in exceptional circumstances, usually for students who have been awarded mitigating circumstances.

## 10. Compensation

- 10.1. Compensation means failing a unit but still achieving the qualification.
- 10.2. Compensation provisions for the **HNC (RQF only)**
- 10.3. Students can still be awarded an HNC if they have not achieved a Pass in one of the 15 credit units completed but have completed and passed the remaining units.
- 10.4. Compensation provisions for **HND (RQF only)**
- 10.5. Students can still be awarded an HND if they have attempted but not achieved a Pass in one of the 15 credit units completed at Level 4 and similarly if they have attempted but not achieved one of the 15 credit units at Level 5.
- 10.6. However, they must complete and pass the remaining units for an HNC or HND as per the unit rules of combination of the required qualification.
- 10.7. Compensation is offered after a resubmission opportunity has failed.
- 10.8. A student can repeat the unit. If the student fails the unit again after repeating the unit, they can be offered compensation.
- 10.9. For compensation to be considered, the student must have done all the work required and been assessed but not have passed. The decision to offer compensation is taken at the assessment board **but the student must confirm acceptance.**
- 10.10. **If a student accepts compensation this should be evidenced in writing and confirmation kept in student records and updated on the Assessment Board minutes and action log.**
- 10.11. Compensation is shown as an unclassified unit on the Notification of Performance (transcript).
- 10.12. Centres claim the unit with a grade of Unclassified (U grade).
- 10.13. The unit will count towards the minimum number of unit credits required to achieve the qualification (120 credits for an HNC and 240 credits for an HND).
- 10.14. To note, accepting a unit as compensation, may affect future higher-level applications

- 10.15.** Depending on the chosen progression route. Acceptance of a unit as compensation will appear on your final Student Notification of Performance as unclassified.
- 10.16.** Higher Level 6 study could be affected as UK University offers are normally based on students completing and passing all units on their course programme.

## 11. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

## 12. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

## 13. Policy Review and Ownership

This policy and procedure is owned by the Head of Higher Education Quality & Partnerships. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness. The document is managed by the Campus and Curriculum Admin Team Leader.