



Higher Education Programmes Submission of Work Guidelines

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| Document Owner | Data, Registry and Compliance Committee |
| Committee Approval | Data, Registry and Compliance Committee |
| Document Type | Regulations |
| Version | 1.0 |
| Review Date | AY 2021/22 |

Purpose

To provide guidance on the understanding the rules governing submission of coursework.

Scope

All University Studies students on UEA, Pearson and Access courses.

Online Submission

1. To find out the method (paper/online) for submitting your assessment, go to the Assessment tab in your Canvas module.
2. You will be able to submit coursework electronically using the link.
3. Late assessments must also be submitted electronically.
4. Work uploaded after 15.00 on the deadline day will incur a late penalty unless you have an approved extension.
5. Remember to give yourself time in case you encounter any computer problems.

Hardcopy submission

6. Hardcopies of your coursework usually should be handed into the Student Hub. Most work is submitted online your Course Leader will indicate which assignments they will accept as hard copy.
7. The deadline for paper submission is still 15.00 on the deadline day, so if you are submitting work after the original deadline (e.g. if you have an approved extension), this will be noted as late by Academic Services for Module Leader records.
8. Hardcopy submissions require a coversheet, which can be downloaded from Canvas or collected from the Student Hub; information must be completed on this to identify that it is your coursework (student number, module, assessment title) without including your name.

Work is submitted anonymously

9. All written coursework, project reports and dissertations with summative components should be identified by student number and not by name.

Word limits

10. The word count should be written on the coversheet. The word count includes: footnotes/endnotes, references (in the main text), tables, illustrations, and if applicable the abstract, title page and contents page. Material in the appendix, bibliography or reference list is not included.
11. Penalties are only applied when the word limit is exceeded by more than 10%.

12. The first marker flags any assessments they feel have exceeded the word limit to the second marker and External Examiner and decide upon appropriate action to advise the Examination Board. The usual penalty is a deduction of 10 marks off the original mark.

Extensions and Penalties for Late Submission

13. If you have a valid reason for needing an extension, you can submit an Extenuating Circumstances request on the Extenuating Circumstances Form to the Student Hub before 15.00 on the day of the deadline. Extenuating Circumstances are defined as:

To qualify as an EC each of the following conditions must be met: (a) The situation must have been unforeseeable, i.e. untypical of customary day-to-day experience, and/or beyond the student's control; (b) The situation must have been such as to be reasonably judged to have had a significant negative impact on the student's ability to undertake the assessment(s) to the best of their capabilities; (c) The situation should or normally have occurred at a time close enough to the assessment(s) submission deadline or Event date such that there was insufficient time to resolve the impact of the experienced difficulties. The precise length of this time will depend upon the nature and severity of the ECs and the type of assessment but would usually be expected to be no longer than 3 weeks before the assessment submission deadline or Event date; (d) The reporting of the situation must, where it can be reasonably acquired, be corroborated by independent evidence provided by appropriately qualified individual.

Self-certified extension

14. You are permitted 2 self-certified extension requests per 'academic year', for 3 working days each. This means you do not need to submit evidence, but you must detail the circumstances. Requests must be submitted to the Student Hub via universitystudies@wsc.ac.uk before 15.00 on the date of the deadline.

Penalties

15. If you submit a piece of late coursework without a valid reason, a late penalty could be applied. The following table details the penalties for late submission:

| Work submitted (after deadline and...) | Marks deducted |
|-----------------------------------------------|----------------------------------------|
| Up to 24 hours | 10 marks |
| Up to 72 hours | 20 marks |
| More than 72 hours | All marks deducted |
| More than 20 days | All marks deducted and work not marked |

16. You can file an academic appeal for reconsideration if your request for an extension to a deadline has been denied. However, penalties are not open to appeal. Please read the Academic Appeals Procedure if you are considering this.

Marks and Feedback

17. Feedback can be generic or specific and usually addresses the learning outcomes of the assignment.
18. University Studies at West Suffolk College aims to return coursework and feedback to students no later than 20 working days after the published deadline for submission.
19. Provisional marks are published on your Canvas module page. Marks are only ratified at the final Boards and it is a good idea for you to retain your summative coursework throughout your course in case the Board of Examiners needs this to make a decision.