

Amendments to (i) UPR AS12 (Assessments and Examinations (U/G and Taught P/G) and Conferments (University-delivered provision)) and (ii) UPR AS13 (the equivalent of UPR AS12 for collaborative programmes) for 2019/20

This paper summarises the approved amendments to UPR AS12 and UPR AS13 for the 2019/20 academic year.

1. Penalties for late submission of coursework

The previous University policy of reducing a numeric grade to a bare pass the moment an assessment submission deadline had passed was considered to be too harsh on students. Whilst it is important to develop good organisation skills in students including punctuality, this needs to be balanced against the stress and anxiety of students. Instead, a stepped penalty system has been agreed. The following amendments to UPR AS12, Appendix I (*Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments*) have therefore been approved:

4 ASSESSMENT OF COURSEWORK

i Candidates are:

g LATE SUBMISSION OF COURSEWORK

Unless there are accepted Serious Adverse Circumstances *or an extension has been given*:

- ~~1~~ ~~Coursework (including deferred coursework, but with the exception of referred coursework) relating to modules at Levels 0, 4, 5 and 6, submitted up to one (1) week after the published deadline will receive a maximum numeric grade of 40;~~
- 1 For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Levels 0, 4, 5, 6 submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 40. Where the numeric grade awarded for the assessment is less than 40, no lateness penalty will be applied;
- ~~2~~ ~~Coursework (including deferred coursework, but with the exception of referred coursework) relating to modules at Level 7 submitted up to one (1) week after the published deadline will receive a maximum numeric grade of 50.~~
- 2 For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Level 7 submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 50. Where the numeric grade awarded for the assessment is less than 50, no lateness penalty will be applied;
- 3 Referred coursework submitted after the published deadline will be awarded a grade of zero (0).
- 4 Coursework (including deferred coursework) submitted later than ~~one (1) week~~ five days (five working days in the case of hard copy submission) after the published deadline will be awarded a grade of zero (0).

(Note for guidance:

For assessments requiring hard copy submission, working day refers to a weekday when the University is open for business, including vacation times)