



# Late Submission of Coursework Policy

**Policy owner:**

**Approval date and body:**

**Assessment, UCD Registry**

**ACEC 24 May 2019**

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## 1. Introduction

The greater use of coursework as a form of learning and assessment requires a policy on the late submission of such work. A policy that enforces submission deadlines is desirable, in the sense that it develops the important skill of planning work and completing it to a deadline. It is necessary on grounds of equity, in that it is unfair for students to gain advantage by choosing to submit their work late.

## 2. Policy

### 2.1. Submission

- 2.1.1. The due date for each item of coursework must be clearly indicated to students.
- 2.1.2. Coursework must be delivered by hand to the School Office (or other location designated by the School) or submitted electronically via an approved system, at the date and time previously notified to students. Coursework may of course be submitted in advance of the due date. Coursework should not be submitted directly to individual members staff, placed directly in staff post-boxes, or delivered to or deposited in any location other than that designated by the School.
- 2.1.3. Where delivery by hand is required, Schools should establish a mechanism to confirm submission of coursework, such as a procedure where the student signs in the work or is issued with a receipt.

### 2.2. Late Submission with extenuating circumstances

- 2.2.1. This process gives students the opportunity to explain the reasons why it will not (or has not) been possible to meet the submission deadline for the assessment.
- 2.2.2. To help the University to understand and verify the nature of the circumstances, appropriate confirmatory information will be required.
- 2.2.3. Applications must be made on the appropriate form and, with the appropriate supporting evidence attached, submitted to the School Office. The School will consider the application and inform the applicant as soon as possible.
- 2.2.4. Applications may be made in advance of an assessment submission date but must be made NO LATER than two weeks following a submission date.

- 2.2.5. If the application is approved, there will be a revised submission date for the assessment and no penalty will be applied. The length of time given as an extension will depend on what is provided for in the supporting evidence. For example, a medical cert which covers a week will result in an extension of a week.
- 2.2.6. In no circumstances, however, may an extension of more than two weeks be given locally. Where more than two weeks are necessary, the student will be directed to make a formal extenuating circumstances application via the Programme Office.
- 2.2.7. The School is required to keep a record of all decisions made.

### **2.3. Late Submission without extenuating circumstances**

- 2.3.1. There may be occasions where a student is late in submitting an assessment without extenuating circumstances or where an application for extenuating circumstances has not been successful. Such an assessment may be submitted up to 10 working days following the submission date and a grade penalty is applied, unless a student has sought for an extension to the submission deadline without penalty using the relevant form and the module coordinator has approved the application. In all other cases of late submission of coursework, the following penalties shall apply.
- 2.3.2. Coursework submitted at any time up to and including 5 working days after the due date will have the grade awarded reduced by one grade point (for example, from B- to C+).
- 2.3.3. Coursework submitted more than five working days but up to and including ten working days after the due date will have the grade reduced by two grade points (for example, from B- to C).
- 2.3.4. Where a student finds they have missed a deadline for submission, they should be advised that they may use the remainder of the submission window to improve their submission without additional penalty.
- 2.3.5. Coursework received more than ten working days after the due date will not be accepted by the School.

### **2.4. Late Submission NOT permitted**

- 2.4.1. The nature and circumstances associated with some assessment instruments may mean that it is not feasible to accept late submission of the assessment, whether with extenuating circumstances or not. For example, feedback may be offered to students within 10 working days of the original submission date. Where this is the case, this must be made clear to students in the module descriptor and in the specification of the assessment. A suitable alternative assessment must be made available to students with approved extenuating circumstances.

\* Please note there are separate guidelines, procedures and pro-forma for Extenuating Circumstance.



# Application Form for Late Submission of Coursework

This form should be submitted where a student knows that, for good reason, a deadline cannot be met or has not been met. It is designed to provide a simple local solution to occasional issues that arise. More complicated issues or issues that persist over a period longer than two weeks should be considered under the Extenuating Circumstances policy. Guidance can be sought from the Programme Office.

This process is designed to be simple and supporting documentation may not always be required. This will, however, be dependent on the nature of the circumstances and length of extension requested. Guidance can be sought from the School as required.

## STUDENTS MUST COMPLETE SECTIONS A & B

### SECTION A

<b>Student Name</b> <i>(please print name)</i>	
<b>Student Number</b>	
<b>Assessment component</b> <b>Type/Title</b> <i>(e.g. essay/title)</i>	
<b>Student contact information</b> <i>(phone number / email address)</i>	
<b>Module Code</b>	
<b>Module Title</b>	
<b>Module Co-ordinator</b>	
<b>Tutor (if applicable)</b>	
<b>Due Date of Submission</b>	

### SECTION B

<b>Requested new date for submission:</b>
<b>State reason for extension request</b>
<b>Student Signature:</b> <b>Signed:..... Date:.....</b>

## MODULE CO-ORDINATORS MUST COMPLETE SECTION C

### SECTION C

<p>Permission granted</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Penalty?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, penalty to be applied _____</p>
<p>Agreed new submission date:</p>
<p>Reason for decision/Comments, give details</p>
<p>Module Co-ordinator Signature:</p> <p>Signed:..... Date:.....</p>

### Procedures

Form may be download from <http://www.ucd.ie/registry/assessment/>

Students must complete Sections A & B and submit the form to the School Office who will consult with the module co-ordinator.

**Module coordinators** on receipt of the form shall, in a timely manner decide to:

- Refuse permission for extension, giving reasons; or
- Grant permission for extension with no penalty; or
- Grant permission for extension with a penalty, as guided by the Policy for late submission.

The decision of the module co-ordinator will be communicated to the School Office, who will keep a record of the decision.

The School Office will inform the student.