



Submission of Coursework Policy

Doc No. To be completed by Quality

To be completed by Quality:

Issue	Date of 1 st Issue	Last Reviewed	Date of Next Review	Responsibility of
01		12.09.19	12.09.2021	Centre for Excellence Manager HE

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Contents

1	Introduction	4
2	Policy Statement	4
3	Scope	4
4	Legislation	4
5	Responsibilities	4
6	Actions to Implement and Develop Policy	5
7	Monitoring and Evaluation	5
8	Related Policies	6
9	Monitoring and Review	6

Document Development

Please complete with details regarding the development of this Policy.

D1. Working Group

Details of staff who were involved in the development of this policy:

Name	Position

D2. Consultation

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Please refer to Equality Screening Consultation Guidance.

Name	Organisation	Date

D3. Approval Dates:

Details	Date Approved
Equality Screening <i>(please refer to Equality Screening Guidance)</i>	
Quality Checked <i>(please refer to Quality Checklist)</i>	
SLT	
Governing Body <i>(SLT to decide if PPS needs to go to Governing Body)</i>	

D4. Communication Plan:

Please provide details and dates as to how this policy will be communicated, implemented and disseminated:

Action:	Action by:	Date:

D5. Document History

Issue no. under review (Please see the front page)	Date of review: (Date)	Who was involved in reviewing the document? (Name/s)	Were changes made to the document after reviewing? (Yes or No)	If changes have been made, please provide brief details:	New Issue No.	If Yes, did the document need to go through consultation again? (Yes*/No)	If Yes, did the document need to be Equality Screened again? (Yes*/No)	If Yes, date those affected by document will be alerted of updated document: (Date)

* If you answered 'Yes' in columns E or F, you must forward details of additional consultation and/or screening to the Equality Officer.

1. Introduction

The College's Submission of Coursework Policy has been aligned to and meets the requirements of the revised UK Quality Code under Expectations for Standards and Quality. For further information please click on the following link: <https://www.qaa.ac.uk/quality-code>. The aim of this policy is to provide guidance to staff and students in respect of how deadlines for submission of assessed work are set and met and what penalties will be applied for not meeting them. This policy also provides guidance in dealing with extenuating circumstances.

2. Policy Statement

Students are encouraged to submit all assignment work on or before the date Specified by the lecturer when the assignment is set. This date will be clearly shown on the assignment cover sheet. All submission dates will also be clearly indicated within the module handbook. Students who fail to submit their work on time will be penalised for late submission to ensure strict adherence with the policy. To authenticate that the work submitted for assessment has been carried out by the student, 'Safeassign' or 'Turnitin' software will be used. Students will be required to submit both a hard copy, which must be signed in at the reception of the appropriate designated campus, and an electronic copy to the designated lecturer. *As part of the submission process students must sign a declaration that the work they have submitted is their own and that all research sources are fully acknowledged using the appropriate academic referencing methods.*

3. Scope

This policy and procedure applies to all Higher Education programmes across South West College. It applies to Edexcel First Diploma, Certificate, National Award, BTEC National, HNC and HND where the submission deadline for coursework clearly relates to the grading criteria (pass, merit and distinction). Exception from this will only apply where no grading criteria has been identified. In addition other Higher Education programmes adhere to the submission of coursework regulations set by the relevant University/Awarding Bodies. The regulation relating to the submission of work by other Higher Education Institutions such as the Open University, Queen's University Belfast, University of Ulster, Stranmillis will/may take precedence over this College policy.

4. Legislation

The Human Rights Act 1998 applies to the operation of this policy.

5. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

- The policy is known, understood by all students and implemented appropriately.

6. Actions to Implement and Develop Policy

6.1. If a student is aware that she/he may need extra time, whenever possible, this **MUST BE RAISED** with the Module Tutor **BEFORE** the assignment submission time. This can be done by telephone, fax, letter, in person, e-mail or completing an **Extenuating Circumstances Form** (EC1 see appendix 1 and can also be found in the Extenuating Circumstances Procedure on the college website, the HE student handbook or from the Course Director/Module Tutor). The Module Tutor will consider the reasons given and then decide whether to accept the late work or decline it. If the reasons are accepted by the Module Tutor, a new submission time will be agreed between the Module Tutor and the student. Failure to hand in before this new time will incur the penalties outlined below. If the reasons are declined by the Module Tutor, the original submission date stands and the student must submit the work within the original timescale. The penalties that will be enforced for late submission thereafter will include a 5% reduction of marks for each late day or a student may only attain a pass grade or below.

Contact with a lecturer **AFTER** the assignment submission date will not be considered and a nil mark will be given unless covered by **Evidence of Extenuating Circumstances outlined below. For OU awards penalties must be in line with Regulations 13.3 – validated awards of The Open University.**

6.2. Extenuating Circumstances (see Extenuating Circumstances Procedure, paragraph 4, pg. 4) - If a student considers they have good reason for not being able to submit their work on time, and is unable to contact the Module Tutor before the submission date, they must provide evidence (e.g. authorised medical certificate or other valid documentation) together with a covering letter explaining the circumstances why the Module Tutor could not be initially contacted by the student or reasons for no submission of work. This must be done within 3 days after the submission date. Students must complete a College EC1 form. The Module Tutor /course committee will then consider the evidence and decide whether to accept the work or decline it. If the reasons are accepted by the Module Tutor /course committee, a new submission time will be given to the student. Failure to hand in after this new deadline will incur the penalties outlined above. If the reasons are declined by the Module Tutor /course committee, the original submission time will stand and the student can still submit the work subject to the penalties outlined above. **Reasons for declining Extenuating Circumstances must be given in writing by the Tutor/Course Director.**

6.3. If a student is dissatisfied with any part of the Submission of Coursework Policy, they should follow the College Internal Assessment Appeals Policy.

7. Monitoring and Evaluation

The Quality and Performance Unit will monitor the operation of the policy in conjunction with the Academic and Quality Standards Committee by:

- Receiving termly reports on appeals received and their outcomes.

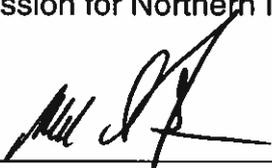
8. Related Policies

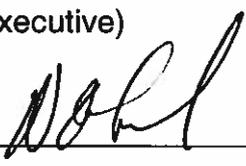
- Assessment Policy
- Plagiarism Policy
- Internal Assessment Appeals Policy

9. Monitoring and Review

9.1. The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.

9.2. The College will ensure that adequate resources are made available to promote this Policy effectively and is committed to reviewing this Policy on a regular basis, in consultation with the recognised trade unions, statutory organisations such as the Equality Commission for Northern Ireland and in line with models of good practice.

Signed:  Date 19-09-19
(Chief Executive)

Signed:  Date 19/9/19
(Chairman of Governing Body)