



**Late Submission of Work and Extension
Requests Policy**

Ref: PL.008-v006

Brief Description & Purpose:	The Student Specialistic Support Team in Student Central is responsible in the first instance for the authorisation of a late submission. Submissions should not normally extend beyond the end of the last week of the relevant academic session or beyond the date when assessment feedback is issued to the student cohort, where this is earlier.		
Applicable to (list cohorts):	Staff: All staff	Students: All students	Third Parties: All who are in a formal relationship with the University
Effective From:	18 September 2017	Last Review Date:	30 November 2023
Approval Authority:	Education Committee	Approved:	15 November 2017
Executive Owner:	Executive Director of Student, Library and Academic Services	Business Owner:	Director of Student Life and Wellbeing
Next Review Date:	30 November 2024 (Brought Forward to ensure currency)	Publication External Y/N	Y

Notification of Log of Key Changes to the Late Submission of Work and Extension Requests Policy

The following is a log of changes relevant to this policy following the revision to the Academic Regulations for Taught Awards (ARTA) 2017-18. The relevant approval committee is indicated in brackets where endorsement was required. Academic Board (AB) and Student Learning Experience Committee (SLE).

The agreed changes to the assessment regulations take effect from 18 September 2017.

Changes are as follows:

1. Incomplete Rule / Non-synoptic re-assessment – (AB – 5 April 2017)

The removal of the 'incomplete' rule. Provided students have passed the module overall, there will no longer be a requirement to attempt all assessment components (section 1.9.2).

A move to non-synoptic re-assessment. In modules where there is more than one assessment component the student will only be re-assessed in the individual failed module components of assessment, except where PSRB requirements do not permit (see ARTA - sections (See ARTA 1.9.2 / 2.1.2 / 2.1.3 / 2.1.4 / 3.4 / 3.5 and 3.7 – [here](#))

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Guidance is available to students via the:

- Help and Support on [MyNorthumbria](#)
- [Ask4Help](#) team at Student Central (locations: Library, CCE1 & CLC)

- 1.1 The University requires all students to submit assessed coursework by the deadline stated in the assessment brief.
- 1.2 A student may apply for an extension of time to complete assessed coursework if there are personal circumstances, which are unforeseen and unpreventable and have an effect on the student's ability to submit the work by the published hand-in deadline.
- 1.3 Following the introduction of The General Data Protection Regulation (GDPR), the University can no longer accept evidence for Late Authorisations which is regarding third parties. Under GDPR, any student applying for a Late Authorisation must provide evidence which references only themselves and the impact of the circumstances upon their study. Any evidence supplied which references third parties will not be considered in the request and will be returned to the student and/or destroyed.
- 1.4 Where coursework is submitted without approval, after the published hand-in deadline, the following penalties will apply.
- 1.4.1 For coursework submitted **up to 1 day (24 hours)** after the published hand-in deadline without approval, 10% of the total marks available for the assessment (i.e. 100%) shall be deducted from the assessment mark.
- For clarity: a late piece of work that would have scored 65%, 55% or 45% had it been handed in on time will be awarded 55%, 45% or 35% respectively as 10% of the total available marks will have been deducted.

The Penalty does not apply to Pass/Fail Modules, i.e. there will be no penalty for late submission if assessments on Pass/Fail are submitted up to 1 day (24 hours) after the published hand-in deadline.

If assessments are not being graded on a % scale (i.e. out of 100%) staff should seek guidance from Faculty Registrars on the appropriate application of the late submission penalty policy.

- 1.4.2 Coursework submitted **more than 1 day (24 hours)** after the published hand-in deadline without approval will be marked as zero but will be eligible for referral. The reassessment, should where appropriate, and as determined by the Module Leader, be the same method (e.g. essay) but maybe with a different task (e.g. different essay

title) or with the same task (e.g. the same essay title) as indicated in the Module handbook.

In modules where there is more than one assessment component, Students are not required to complete all assessment components if an overall Pass Mark (40% UG, 50% PGT) has been achieved. The only permitted exception will be in cases where the University is prevented from doing so by a PSRB requirement. In the case of PSRB requirements, a variation order will be required from the regulations.

In modules, where there is more than one assessment component and an overall pass mark has not been achieved, Students will be eligible for a referral* in the individual failed module and/or not attempted component(s) of assessment.

These provisions apply to all assessments, including those assessed on a Pass/Fail basis. Pass/Fail module/s do not contribute to the calculation of the level average or the classification.

** In all programmes the reassessment of all dissertations/final year major projects should, where appropriate, be a second attempt at the original assessment by the same method (e.g. dissertation) and the same task (e.g. the same dissertation title) as the first attempt. In all other modules the reassessment should, where appropriate and as determined by the Module Leader, be by the same method (e.g. essay) but may be with a different task (e.g. a different essay title) or with the same task (e.g. the same essay title) as indicated in the Module handbook.*

A student who passes a module after referral will be awarded the module pass mark. This mark (40% for modules at level 6 and below; 50% for level 7 modules) will be used for the calculation of level averages and final classification.

(See ARTA 1.9.2 / 2.1.2 / 2.1.3 / 2.1.4 / 3.4 / 3.5 and 3.7 – [here](#))

- 1.5 The raw mark and the penalty imposed should be calculated by the assessor and both should be indicated on the script or cover sheet.
- 1.6 Exemption from the requirement to apply the standard system of penalties for late submission of work to a particular module or element of a programme of study may be granted by the University on submission of a Variation Order containing a reasoned case for consideration (e.g. Professional Statutory Regulatory Bodies ruling) by the Education Committee.
- 1.7 A student has a right of appeal against examination/assessment decisions, including decisions on late submission requests, in accordance with the University's appeals procedures, which are described in the 'Handbook of Student Regulations' available [here](#).

Version No.	Reviewer	Date	Changes
6.0	Governance and Enhancement Administrator	21/08/2024	Administrative changes to amend the cover sheet and add in Change log.