The Sysco Group

HE Late Submission of Assessment Policy

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The *HE Policy on Late submission of Assessment* is designed in line with Sysco's HE awarding bodies' and collaborative university partners' assessment regulations. It outlines procedures for managing late submissions relating to student assessment on undergraduate HE programmes.

The Policy is written in line with the Expectations and Core practices of the UK Quality Code for Higher Education (Quality Code), which are a key reference point for higher education providers in all parts of the UK.

The Policy should be considered in conjunction with other regulatory requirements, including professional, standards and regulatory bodies' (PSRB) rules and regulations.

1. Introduction and Definition

Any work that has been submitted after a deadline has passed is classed as late, except in cases where an extension has already been agreed via mitigating circumstances procedures or through request for a short extension[1]. There should be no discretionary periods or periods of grace. A student who submits work at 1 minute past a deadline or later will therefore be subject to a penalty for late submission.

2. Meeting Deadlines

All students are provided with an assessment plan at the start of their course that outlines the deadlines for submission of work and how the students are expected to submit (i.e. the format, such as online via Turnitin or presentation). Students are advised via Module Handbooks of the penalties that will be applied if they submit late and the implications for feedback.

Late submission includes non-attendance at live assessment events. For example, non-attendance at a scheduled presentation or a missed performance. It also includes instances where work is not submitted in its entirety.

Students may be given authorised extensions for legitimate reasons, such as for illness at the time of submission or following an assessment of needs that refers to extension requests for a disability or long-term health condition, in accordance with Sysco's *HE Policy on Assessment Extensions and Mitigating Circumstances.*

Sysco's assessment policies are intended to ensure that all students are assessed according to the same conditions and that some are not advantaged by having additional time or opportunity to learn from others.

3. Extensions to Deadlines

Students must submit applications for an extension to an assessment deadline in accordance with Sysco's *HE Policy on Assessment Extensions and Mitigating Circumstances*.

In accordance with the *HE Policy on Assessment Extensions and Mitigating Circumstances*, no individual academic member of staff will allow extensions. All agreed extensions should be recorded on the *Student Request for Short Extension* forms and an agreed new deadline for submission should be noted and approved by the Programme Leader and Module Leader/Module Tutor.

A formal notification of the agreed extended deadline or repeated assessment time is recorded by the Programme Leader and confirmed to the student. When the extension is required for a substantially longer period, over five working days, the student will be advised to apply for mitigation.

4. Late Submission due to Mitigating Circumstances

In cases when a student has experienced sudden, unexpected and severe circumstance that have affected their ability to submit an assessment on time, the *HE Policy on Assessment Extensions and Mitigating Circumstances* must be followed. In accordance with the Policy,

[1] refer to the related policy: *HE Policy on Assessment Extensions and Mitigating Circumstances*

students are entitled to complete an application for mitigating circumstances and must provide written evidence (medical or otherwise) as to why their work is a late submission.

All applications for mitigating circumstances are considered by the Mitigating Circumstances Panel (Operations Manager, HE Quality Manager and Programme Leader/Module Leader) who will consider the application and respond to the student in writing within 5 working days of the receipt of the application. The results of this consideration will be presented to the full Assessment Board. If no such documentation is received prior to the meeting of the Assessment Board any penalty mark will stand.

The final deadline for any late submission and accompanying documentation is five working days prior to the Assessment Board meeting.

Only in exceptional and very rare mitigating circumstances, where a student may not be in a position to provide evidence due to serious health or similar situations, following a consultation with the student or their next of kin, an alternative absolute deadline shall be specified.

5. Penalties for Late Submission

Work that is submitted late, and has no approved extension or mitigation in place, will be marked according to the criteria below.

Pearson Higher Nationals – RQF: HNC and HND Top-up

If a student submits an assignment after the submission date without an extension or mitigating circumstances in place, it will be treated as a 'late submission'. Assessment grades will be influenced by late submission of work and in these circumstances the penalty as stated below will apply:

- **PENALTY MARK:**
  - A reduced grade penalty mark: late submissions (up to two weeks/10 working days after the summative submission date) can only achieve a PASS. The work will be assessed and the grade awarded but the grade awarded will be downgraded to a PASS.
- If an assignment is submitted over two weeks (10 working days) after the summative submission date, submission will be graded as a FAIL. The mark without penalty that would have been awarded if the work had not been late will also be recorded.

Both the penalty and the uncapped marks are given to the student via Evolve marking feedback. If the work is not of a pass standard a single mark is given.

- Where an assignment has failed due to late submission, the student may be able to make use of the resubmission opportunity. Work will be capped at a PASS grade.

6. Related Policies

- HE Policy on Assessment Extensions and Mitigating Circumstances
- HE Academic Appeals Policy
- HE Policy on the Internal Moderation of Assessment

Policies can be located on the Sysco Business Skills Academy website here:
https://www.sysco.uk.com/higher-education/policies-and-procedures/