

Part 3: Assessment regulations for taught courses

Section 6: Coursework assessment

Definition of coursework

- 6.1. The term 'assessed coursework' relates to: essays, assignments, in-class tests, laboratory tests, projects, dissertations, practical work, presentations, events, viva voce examinations, placement or field trip reports, designs, theses, artefacts, digital photographic media, and computer based analysis. This is not an exhaustive list.

Note: Staff should refer to [Part 12: Good Practice in Assessment of Students, of the Quality Assurance and Enhancement Handbook](#) for further guidance.

Coursework deadlines

- 6.2. Deadlines for the submission of coursework must be published in respect of each module within two weeks of the start of each academic semester. The submission dates for coursework and any subsequent changes must be notified to the Campus Registry.
- 6.3. All Coursework submissions deadlines should be set Monday - Thursday. No original submission deadlines are allowed on a Friday; on weekends or during University closure periods as detailed in the University Calendar. The only exception is when a 5 working day extension, resulting from a successful Mitigating Circumstances claim or a Reasonable Adjustment approved by DLS, falls on a Friday due to a preceding bank holiday Monday. Deadlines for handing in assessed work will not normally be extended to allow for religious observance, and students must schedule their work accordingly. The Associate Head of College (Education and Students) must approve exemptions to the published deadlines
- 6.4. A penalty will be incurred for work submitted late by a reduction in marks (see 6.8 – 6.11).

Submission of coursework

- 6.5. Coursework must be submitted by the published deadline and in accordance with the published system. The published system may mean submission to the appropriate Campus Registry; via Blackboard; Turnitin or Safe-Assign, or the Module Leader.
- 6.6. Students may, if the requirement is set by the Module Leader, be required to submit their work through text matching software, such as Turnitin. If a student fails to comply with this request, there will be no obligation to mark the work. The Module Leader will set a deadline for electronic submission via text matching software. If a student does not meet the deadline, a penalty for late submission may be imposed.
- 6.7. In the event of major disruption to the University Network System, which as results in it not being accessible for significant periods on the submission deadline date, the submission deadline will be amended to the next working day on which the University Network System becomes available. Confirmation that major disruption has taken place will be provided by Information Systems and Support to Campus Registry Manager.

Late submission of coursework

- 6.8. Where students submit coursework late but within 24 hours of the specified deadline, the work will be marked, and ten marks will be deducted from the original mark, to a minimum of the pass mark (40% at undergraduate level, 50% at postgraduate level). For example, a piece of assessment awarded a mark of 70% would be reduced to 60% as a penalty for late submission. This also applies to students who have been granted an extension in accordance with their Reasonable Adjustment form, approved by Disability Learning Services, and to those students who have been granted a 5 working day extension following an accepted mitigating circumstances claim.

- 6.9. If students submit coursework more than 24 hours after the specified deadline, a mark of zero will be awarded for the work in question.
- 6.10. Regulation 6.8 and 6.9 do not apply if a claim of mitigating circumstances has been accepted through the Mitigating Circumstances process, and the student submits the coursework within 5 working days of the original deadline. (see Section 11).
- 6.11. The late submission of scheduled assessments is not permitted (see regulation 6.13). Where a student does not attend (either remotely or in person as required by the module brief) the scheduled assessment on the specified date a mark of zero will be awarded for the assessment component.

Guidance: Student Responsibilities – Coursework

- a) Students must check with the Module Leader in advance of the deadline if they are unsure of the correct procedure for the submission of coursework.
- b) It is a student's responsibility to ensure that they allow sufficient time prior to the deadline, to ensure any minor computer problems do not result in the late submission of coursework.
- c) It is the student's responsibility to check that they have uploaded the correct version of their coursework. After submission, students should check that the submission has been uploaded correctly.
- d) Students are advised to keep a copy of all coursework submitted for assessment. This requirement may be waived for particular types of assessment where this is not possible, e.g. practical work or in-class tests.
- e) It is the student's responsibility to ensure that, where assessed coursework is returned as part of the teaching and learning process, they have received all relevant work, and to advise the Module Leader of any discrepancy.

Return of coursework

- 6.12. Coursework will be returned to students within a reasonable time and with sufficient guidance in accordance with the [Assessment and Feedback Policy](#).

Scheduled Assessments

- 6.13. Scheduled assessments are summative assessments, which are undertaken outside the formal examination period, such as in-class tests, lab tests, presentations, practicals, vivas, performances etc.
- 6.14. Scheduled assessments should be run during teaching weeks as detailed within the [University Calendar](#) and should not normally be scheduled on any Saturday or Sunday scheduled assessments must not be take place during the University formal examination periods as detailed in the University Calendar. Organisers of scheduled assessment should refer to the Religious Observance Policy for guidance on organising such assessments.
- 6.15. Scheduled assessments should normally be scheduled during the teaching slot for the module and should not exceed the normal duration of the teaching slot.
- 6.16. Where the Scheduled assessment takes the form of an unseen paper, all students attempting the paper must do so at the same time, and the paper itself must be subject to appropriate security measures.
- 6.17. Module Leaders must inform the relevant Campus Registry of the date and time of all Scheduled assessments. Scheduled assessments must take place in accommodation that is appropriate to the form of assessment and its delivery and must be subject to invigilation appropriate to the form of assessment.