

Late Submission Penalty Framework

Time Period	Penalty	Notes
Up to 24 hours late	A penalty deduction of 5 percentage points (not 5% of the actual mark) will be applied to all work submitted up to 24 hours after the submission deadline.	The application of this penalty should not reduce the overall conflated mark for the module below the minimum pass mark. Where the pass threshold for the module has not been met before late penalties are applied, penalties will not be applied where this would result in the assessment component not being passed. This means that such penalties cannot in themselves prevent progression or require the student to resit assessments that have been academically passed.
After 24 hours and up to 7 days late	A penalty deduction of 10 percentage points (not 10% of the actual mark) shall be applied to work that is submitted after 24 hours and up to 7 days late.	The application of this penalty should not reduce the overall conflated mark for the module below the minimum pass mark. Where the pass threshold for the module has not been met before late penalties are applied, penalties will not be applied where this would result in the assessment component not being passed. This means that such penalties cannot in themselves prevent progression or require the student to resit assessments that have been academically passed.
Late submission beyond the late submission deadline	Work submitted beyond the late submission deadline will not be considered. A mark of 0% and a non-submission will be recorded.	

Exceptions to the late submission scheme

1. Late submission of group assessments is not permitted.
2. Late submission on Take Away Papers (TAPs) is not permitted. Students with Reasonable Adjustments agreed via Disability Advice may apply for an extended deadline of 4 or 8 hours. This is to ensure submission on the same day as the cohort.
3. A School may approve the exclusion of some assessment components from the full late submission scheme where the teaching pattern provides rapid feedback within 7 days of the original deadline. In such circumstances, late submission may be permitted up to 24 hours after the original deadline.
4. Occasionally, where a feedback session is scheduled within 24 hours of the deadline, no late submission will be permitted.
5. In these cases the module handbook should make this explicit to students at the start of the academic year.

6. Occasionally the 7 day late submission period will be reduced should the University be closed towards the end of the late submission period. Any reduction to the late submission period will not normally be applied to students with Reasonable Adjustments agreed via Disability Advice.

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