



## **Policy for Late Submission of Assessments**

### **London Campus**

<b>Document title:</b> Policy for Late Submission of Assessments	
<b>Owner:</b> UK Director of Student and Academic Services	
<b>Approving body:</b> Campus Academic Board	<b>Date of approval:</b> June 2024
<b>Version:</b> 1.2	<b>Next review date:</b> June 2025
<b>Supersedes:</b> 1.1	<b>Previous review dates:</b> June 2023

## Scope and Introduction

This policy applies to all student submissions of undergraduate and postgraduate level coursework.

- All students must submit their assessments by the published and set deadline. The deadline will be communicated clearly to students.
- All assignments must be delivered and completed in keeping with all School, programme and module requirements.
- Legitimate mitigating circumstances will be considered as exceptional cases exempt from the penalties below. All mitigating circumstances must be declared with as much advanced notice as possible by the candidate in writing and submitted with supporting evidence.
- Mitigating circumstances **must** be independently authenticated and of sufficient severity to have prevented the candidate from either completing the assignment to their normal standard and ability, completing the assignment in its entirety or meeting the deadline. Further details on these exceptional cases may be found in the School's Mitigating Circumstances Policy.

## Penalty for late submission

Any assessed course work submitted by students after the published deadline (date and time) will be deemed a late submission and subject to the penalties below.

An assignment submitted within 1 hour of the deadline:

- The assignment grade will be reduced by 5%.

An assignment submitted after 1 hour and within 24h of the deadline:

- The assignment grade will be reduced by 10%.

An assignment submitted after 24h of the deadline and within 48h of the deadline:

- The assignment grade will be reduced by 20%.

An assignment submitted more than 48 hours after the deadline:

- The assignment will be marked as 0/20.

Please note that:

- Students should refer to the "Thesis Handbook" of their relevant programme for penalties related to the late submission of a thesis.
- Supervised time-bound exams have strict deadlines, and the above penalties may not apply. Failing to submit your exam on time may result in an automatic fail. Always read the exam instructions thoroughly to understand the time limits and expectations.