



**Name of Policy**

**HIGHER EDUCATION (HE) ASSESSMENT COURSEWORK SUBMISSION POLICY**

**Purposes**

To ensure that students are aware at the commencement of their programme of study of all deadlines for the submission of each assessment and of the defined procedure for its submission and receipt.

**Author / Job Title**

Head of Higher Education

**Equality Analysis By Whom**

Head of Higher Education

**Date**

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**Version**

7

**Date of next review (month & year)**

July 2019

**Approved by**

	<b>Date</b>
Senior Manager	30.8.18
ELT	
Corporation	

**Related policies or procedures or parent policy if applicable**

Part B of this policy is not applicable to students following Foundation Degree programmes, who should refer to the relevant University policy.

Assessment Board (HE) Operational Procedure  
 Assessment Malpractice and Maladministration Policy  
 HE Fees Payments Policy  
 Refund and Compensation Policy

Groups/bodies consulted in the development of the policy

Pearson BTEC  
City and Guilds  
University

To be published on College website

YES

## SUBMISSION OF COURSEWORK

*The terms 'assessed coursework' and 'other assessments' are to be interpreted to include all those forms of summative assessments (other than written examinations for which separate regulations exist) which contribute to a student's Unit assessments, including but not limited to: written assignments, studio work, performance, dissertations, presentations, practicals and projects. 'Submission' in this context is intended to mean more than just 'handing in'; it is to be understood as referring to the completion of and making available for assessment of coursework.*

*The nature, frequency and form of assessed coursework varies between programmes and awarding bodies. The time taken for it to be assessed, returned to students and feedback provided will also vary.*

**This policy outlines the general expectations for all programmes (Part A) and specific procedures as they relate to Pearson programmes (Part B).** Links to the assessment and academic regulations for City & Guilds and University of Wolverhampton programmes are embedded at the end of this document (Part C) **and must be referred to for the relevant programmes.**

### **A Expectations for all programmes:**

#### **1 Provision of an Assessment Schedule**

Students must be informed of all deadlines for the submission of each element of formative and summative assessed coursework at the start of their programme by being provided with an **Assessment Schedule (Appendix 4 could be used for this purpose)**. This will be communicated during the induction process and made accessible to students.

#### **2 Procedure for the submission and receipt of assessed coursework**

Students must be informed via the induction process and their Course Handbook:

- i from whom they should seek authoritative advice and guidance on the submission of course assessments;
- ii of the form and format in which and the means by which the assessment is to be submitted and of their responsibility to ensure they have and retain a backup and 'hard' copy of any assessment submitted electronically;
- iii to where/whom assessed coursework is to be submitted;
- iv of any particular submission instructions e.g. electronically or hard-copy (which involves obtaining a receipt for work submitted). *The LRC being the central point where paper*

*assignments can be submitted, logged and receipted using Form HE Assessment Submission and Receipt Form (Appendix 2). Students should retain evidence of submission;*

- v of the date on or before which assessed course work is to be submitted ('the submission date') as outline in point 1 above;
- vi of the procedure through which authorised extensions to the submission date may be sought (**Appendix 1**);
- vii from whom authorised extensions to the submission date may be sought;
- viii of any deadline by which requests for authorised extensions to the submission date must be submitted;
- ix that requests for extensions will only be agreed if the student produces reasons acceptable to the member of staff authorised to do so;
- x that authorised extensions will be appropriately evidenced;
- xi that work submitted late without an authorised extension (or later than the authorised extension) may be subject to a penalty.

### **3 Marking spelling, punctuation and grammar**

- i Assessors should "mark" spelling and grammar, i.e. correct mistakes on student work and expect the student to either correct them (at the formative feedback stage) or note them (at the summative feedback stage).
- ii If student work has consistently poor spelling, grammar or language it should not be accepted for marking, but should be returned to the student to be corrected. The student must be given a deadline by which to correct the work.
- iii Mistakes in spelling and grammar should not influence assessment decisions unless:
  - the mistakes are so problematic that they undermine the evidence of student understanding, or
  - specific assessment criteria require good communication, spelling and grammar and/or correct use of technical language.

### **4 Returning marked work to students**

- i It is expected that written or verbal feedback will normally be given to students within **10 working days** of the submission deadline. Feedback should be constructive and supportive and encourage progression with learning.

## **B Assessment arrangements for all Pearson HNC/ HND Programmes**

All assessment activities should follow the internal assessment process (**Appendix 3**) using the Course Team Assessment Plan (**Appendix 4**).

### **1 Formative Assessment for HNC and HND Programmes**

- i Students working at higher levels should be capable of undertaking independent study and research, developing strategies to improve their own performance, supported by teaching staff.
- ii Formative assessment is an integral part of the BTEC HN assessment process, involving both the Assessor and the student in a two-way conversation about their progress.
- iii Formative assessment should take place prior to summative assessment (not to confirm achievement of grades) but to focus on helping the student to reflect on their learning and improve their performance.
- iv The main function of formative assessment is to provide feedback to enable the student to make improvements to consolidate a Pass, or attain a higher grade.
- v Students should be provided with formative feedback during the process of assessment and be empowered to act to improve their performance. Feedback on formative assessment must be prompt, constructive and provide clear guidance and actions for improvement.
- vi The role of formative feedback in motivating students must not be underestimated and it should be recognised that informal verbal feedback is an ongoing process and is an important part of the Assessor/student relationship.
- vii **There should be one formal opportunity to provide written formative assessment feedback on each assessment, at a point when students will have had the opportunity to provide evidence towards all the assessment criteria targeted.**
- viii This should be built into the Assessment Plan and be formally recorded on assignment brief (*formative assessment date*). This will help Assessors to manage their assessment workload by avoiding multiple assessments, and also reduces the risk of malpractice.
- ix **Usually, further formal opportunities for formative feedback should not be necessary. However, if it is clear at the formative assessment stage that students have misinterpreted or have been misdirected by the assignment brief, there may be the need for another formative assessment once issues have been addressed.**  
  
Professional judgement should be used to determine when this is appropriate; care being taken not to create an advantageous situation for one student.
- x **Following formative assessment and feedback, students are able to:**
  - **revisit work to add to the original evidence produced to consolidate a Pass grade or to enhance their work to achieve a higher grade**
  - **submit evidence for summative assessment and final unit grade.**
- xi All records of formative assessment should be available for auditing purposes.

## 2 Summative Assessments for HNC and HND Programmes

- i Summative assessment is the final consideration by an Assessor of a student's assignment, agreeing which assessment criteria the student has met in the assignment and recording those decisions.
- ii **However, students should be aware that summative assessment is subject to confirmation by the Assessment Board, and thus is provisional and can be overridden by the Assessment Board.**

- iii Assessors should annotate on the learner work where the evidence supports their grading decisions against the unit grading criteria. **It is not expected that students are offered opportunities to revisit assignments at this stage of the assessment process unless approved by the designated Programme Leader or authorised the Assessment Board.**
- iv Students will need to be familiar with the assessment criteria so that they can understand the quality of what is required. They should be informed of the differences between grading criteria so that higher skills can be achieved.

### **3 Grading Higher National units**

- i The grading of BTEC Higher National qualifications is at the unit and the qualification level.
- ii Each successfully completed unit will be graded as a Pass, Merit or Distinction.
- iii A Pass is awarded for the achievement of all outcomes against the specified assessment criteria.
- iv Merit and Distinction grades are awarded for higher level achievement.
- v For RQF qualifications Merit and Distinction cannot be awarded if the pass has not been achieved.
- vi Compensation rules apply for RQF qualifications therefore the HNC and HND award conditions as stated in Pearson RQF programme specifications and enhanced quality assurance and assessment handbook must be followed.

### **4 Penalties for Late Submission of Coursework for HNC and HND Programmes**

Students who fail to meet submission deadlines may be penalised for so doing by having their marks reduced in accordance with the assessment regulations of some awarding bodies. **This is with the exception of HNC HND Pearson programmes**, where separate rules apply as outlined below:

- 4.1 Deadlines for assessment are an important part of HNC and HND. Students are encouraged to develop good time management that will stand them in good stead in the workplace. It is important that students are assessed fairly and consistently and that some students are not advantaged by having additional time to complete assignments.
- 4.2 Where an authorised extension (see Regulation 5 – Extensions to deadlines) has not been approved at least 24 hours in advance, work submitted late by up to 7 calendar days of the published deadline may be marked but will be capped at “Pass”.
- 4.3 Work submitted after 7 days of the published deadline and without an authorised extension will not be marked and will be recorded as “Not Submitted”. Students will be offered a single reassessment for the Pass criteria’s only at the next available opportunity. Merit and Distinction criteria will not be included in the reassessment brief.
- 4.4 Students must be made aware of the consequences of failing to meet deadlines.

## 5 Extensions to deadlines for HNC and HND Programmes

- i Students should only be given authorised extensions for legitimate reasons and extenuating circumstances, such as illness at the time of submission. So, a student must formally apply for an extension if they have genuine reasons for not meeting a deadline. If an extension is granted, the new deadline must be recorded and adhered to. (**Appendix 1**).
- ii Extension requests should be made prior to the assessment deadline and should be formally approved by the Programme Leader. The duration of extensions should be consistent across all students and should not be after summative feedback has been issued to the other students on the programme.
- iii All extensions granted by the Programme Leader must be recorded and made available at the Assessment Board and to the External Examiner (EE).
- iv Recording details of extensions enables the Assessment Board and the EE to confirm that the programme is operating consistently in accordance with the centre's and Pearson's policies and guidance.

## 6 Resubmissions/Resits for HNC and HND Programmes

- i Every assignment contributes to the final qualification grade, therefore it may be appropriate for the Programme Leader or Assessment Board to authorise an opportunity for a student to resubmit evidence to meet the assessment criteria targeted by an assignment. The Programme Leader can only authorise resubmissions if this responsibility has been delegated to them by the Assessment Board beforehand.
- ii If Tutor have accepted student work that has been submitted late, a resubmission can **only** be authorised if the work has not met the Pass criteria and can only provide an opportunity for the student to achieve the Pass criteria. It is strongly recommended that you do not accept work that has been submitted later than 7 days of the published deadline, and for which an extension was not requested and approved, under any circumstances.
- iii A resubmission opportunity for that unit is kept at pass.
- iv Resubmissions can be authorised by the Programme Leader or the Assessment Board and should **only be authorised if all of the following submission conditions are met:**
  - The student has met the initial deadlines set in the assignment, has met an agreed deadline extension, or has submitted work within 7 days of the published deadline
  - The assessor judges that the student has fully attempted to achieve all targeted learning outcomes in their original submission.
  - The assessor judges that the student will be able to provide improved evidence without further guidance.
  - The assessor has authenticated the evidence submitted for assessment.
- v If a student **has not** met the conditions listed above, the Programme Leader or Assessment Board **must not** authorise a resubmission. In these instances, the student will be required to repeat the unit.
- vi A list of all resubmissions authorised by the Programme Leader must be submitted to the Assessment Board and made available to the External Examiner (EE) for review and

discussion to ensure that the Assessment Board and EE have oversight of all authorised resubmissions.

- vii A new assignment brief must be issued to students for whom a resubmission has been authorised. Any evidence produced by the student in their original submission that did meet the criteria remains valid and may be used for the resubmission assignment brief. Any assignment briefs used for resubmissions must be internally verified before being issued to students.

## **7 Procedure for resubmission for HNC and HND Programmes**

- i If the Programme Leader or Assessment Board does authorise a resubmission, the following conditions apply:
  - The resubmission must be recorded in the relevant assessment documentation
  - The student must be given a clear and realistic deadline for resubmission that is consistent across all students granted a resubmission. It is recommended that students be required to resubmit work within **15 working days** of the student being notified that a resubmission has been authorised
  - The resubmission must be undertaken by the student with no further guidance
  - One opportunity for reassessment of each pass assessment criterion will be permitted.
  - The original evidence submitted for the assessment can remain valid and be extended, or may need to be replaced partially or in full.
  - The arrangements for resubmitting the assessment should be made in such a way that does not adversely affect other assessments and does not give the student an unfair advantage over others.
- ii A resubmission of the assignment may be conducted under supervised conditions, even if this was not necessary for the original assessment. For example, this may be necessary to ensure that plagiarism cannot take place.
- iii The External Examiner (EE) is likely to want to include assessments that have been resubmitted as part of the sample they will review.
- iv So as not to over burden the student with assessments at any one time the usual resubmission/resit window will be a period set during July/August for courses running in an academic year from September to June. Resubmission/resit periods for academic years other than this will be agreed with Head of Higher Education at the start of their academic year.

## **8 Repeat Units for HNC and HND Programmes**

The Qualifications and Credit Framework (QCF) does not allow for compensation. This means Higher Nationals qualifications on the QCF require students to achieve every Pass criterion in all units in order to successfully achieve the qualification.

### **Conditions for repeating a unit:**

- i If a student has met all of the submission conditions, but still not achieved the targeted Pass criteria following resubmission, the Assessment Board may authorise a repeat unit opportunity to meet the required Pass criteria.
- ii Alternatively, the Assessment Board, having reviewed and discussed a student's assessment profile, can offer one **final** resubmission of Pass criteria if it is agreed that it is necessary, appropriate and fair to do so.

- If the Assessment Board does not authorise a final resubmission opportunity, the student would be required to repeat the unit.
  - If the Assessment Board does authorise a final resubmission opportunity, a new assignment must be issued to the student. If, after this final resubmission opportunity, the student has still not met the Pass criteria in the unit, they would be required to repeat the unit.
- iii The Assessment Board must only authorise a repeat unit in circumstances where they believe it is necessary, appropriate and fair to do so. When repeating a unit:
- The student must study the unit again
  - The overall grade for a successfully completed repeat unit is capped at a Pass for that unit
  - Maximum one opportunity a student can have to repeat a given unit or the maximum number of repeat units that would be allowed within a programme
  - The standard rules regarding assessment, including those stipulated in this policy, apply to students who are repeating units, although the assessments that they submit will be treated as first submissions
  - The External Examiner (EE) is likely to want to include assessments for students that have repeated a unit as part of the sample they will review.
- iv Any evidence previously produced by the student for the unit being repeated that did meet the Pass criteria remains valid and may be used for assignments within the repeat unit. Students who are repeating a unit only need to generate evidence for any Pass criteria that they did not achieve in their previous submissions.

## **9 Non-completion of Year 1 for HNC and HND Programmes**

- i. Where a student does not submit all assessments and/or fails to achieve a 'pass' level in an assignment and/or unit they will not be allowed to progress into the following year of the programme.
- ii. Recommendations from the Assessment Board will specify if a student is allowed to re-sit unit(s) without attendance or is provided with an opportunity to retake Year 1 of the programme.
- iii. Resubmission of assessment without attendance will incur a re-sit fee, as specified in the HE Fees Payment Policy.

## **C Assessment arrangements for other awarding bodies**

### **i Assessment regulations: University of Wolverhampton**

<https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

### **ii Programme Specification (to include assessment arrangements): City & Guilds Diploma in Education & Training**



APPENDIX 1

This form must be submitted before the assignment deadline

Please date stamp: .....

Assignment Submission: **Short Extension Request**

A **Short Extension** is for up to and including 10 working days and is usually for **one assignment only**.  
(working days must be during term time and within the same academic year)

<b>Surname:</b>		<b>Forename(s):</b>		
<b>Programme/Course Name:</b>				
<b>Mode of Study:</b> <i>(circle as appropriate)</i>		<b>Year of Study:</b> <i>(circle as appropriate)</i>		<b>Term:</b> <i>(circle as appropriate)</i>
FT    PT		1   2   3		1   2   3
<b>Student No:</b>		<b>Academic Year:</b>		
<b>Reason requested for Extension:</b>				

If you cannot meet an assessment deadline, you are strongly advised to seek advice from a member of your teaching staff as soon as possible. Please give the name and role of the member of staff who advised you:

Staff Name:

Role:

Date:

Type of Assessment (eg Assignment, Presentation)	Unit Title	Original Assessment Deadline Date	Agreed Extension Date

Student's Signature:

Date:

This form must be approved by the Programme Leader.

Evidence supplied?    Yes    No    (*circle as appropriate*)

Approve                  Do Not Approve                  (*circle as appropriate*)

Name:

Signed:

Date:

This form must be submitted before the assignment deadline.

## **General Guidance on Applying for an Assessment Extension**

If you cannot meet an assessment deadline, you are strongly advised to seek advice from a member of your teaching staff as soon as possible.

- a **Short Extension** is up to and including 10 working days (during term time and within the same academic year) and is usually for one assignment only. It must be approved by the Programme Leader.

When filling in the form, please give details of **each assessment** for which you are seeking an extension, not just the overall module.

## APPENDIX 2

### Assessment Submission Form

<b>Student Name</b>	
<b>Student Number</b>	
<b>Assessment Title</b>	
<b>Module Title/Number</b>	
<b>Programme Name</b>	
<b>Tutor</b>	
<b>LRC use only</b> <b>Date Submitted</b>	
<b>Tutor use only</b> <b>Date Received</b>	
<b>Tutor use only</b> <b>Grade/Mark</b>	

**A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT.**

**STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.**

**Plagiarism** is the unacknowledged inclusion of another person's writings or ideas or works, in any formally presented work (including essays, examinations, projects, laboratory reports or presentations). The penalties associated with plagiarism are designed to impose sanctions that reflect the seriousness of the College's commitment to academic integrity.

#### **Declaration of Authorship**

I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

**Signed**.....

**Date**.....



**Please complete both sections and hand in with assignment to the Learning Resource Centre**

**Candidate Name:** .....

**Course:** .....

**Module Title/ Number:** .....

**Assignment Title:** .....

**To be completed by the LRC**

**Date Received:**.....

**Signed:**.....

**Please print name:** .....

---

**This part to be handed back to the student**

**Candidate Name:**

.....

**Course:**

.....

**Module Title/ Number:**.....

**Assignment Title:** .....

**To be completed by the LRC**

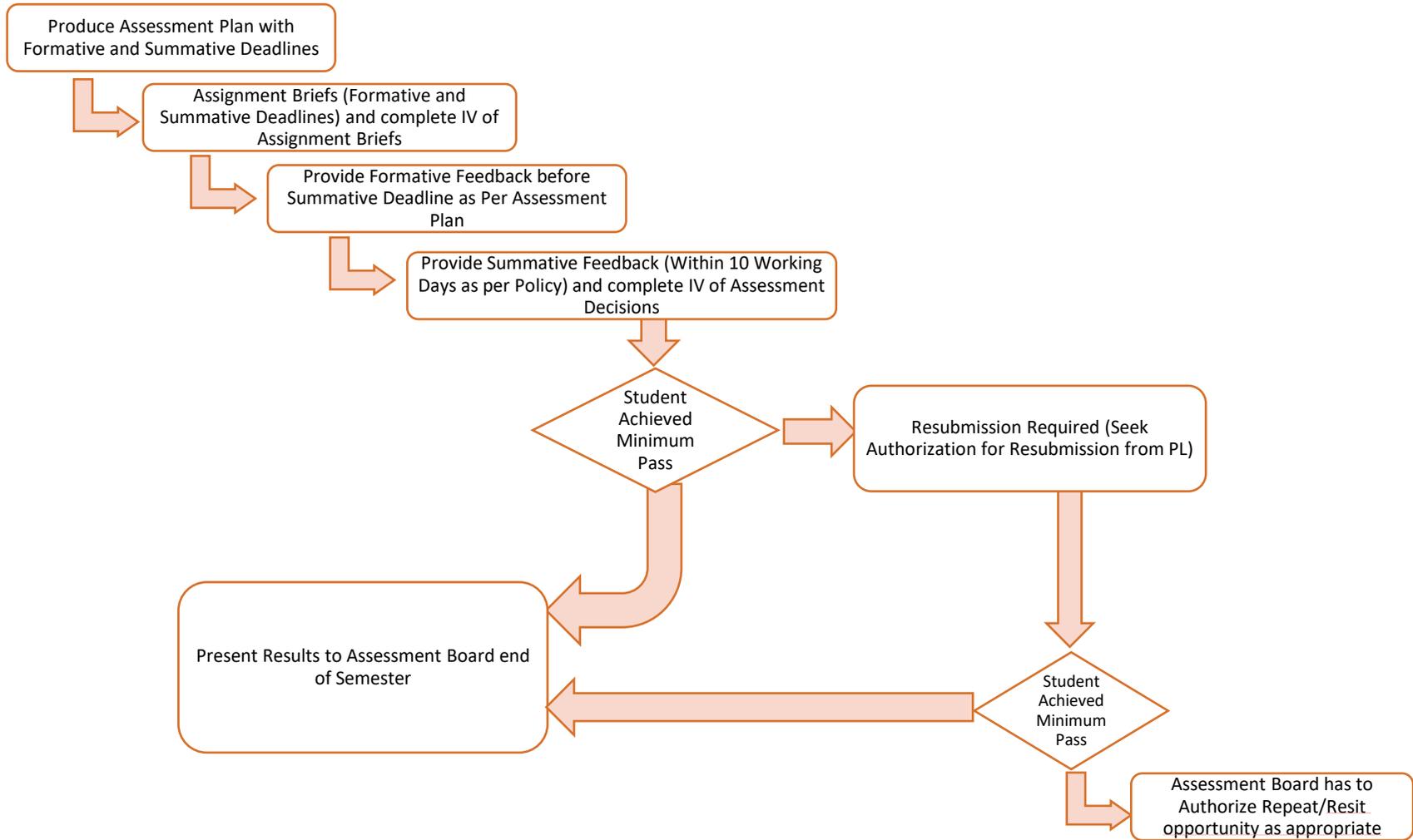
**Date Received:** .....

**Signed:** .....

**Please print name:** .....

Keep this document to confirm submission of your work

### Appendix 3: Internal Assessment Process



APPENDIX 4



# Assessment Plan

Programme Number & Title													
Unit No & Title	Assignment No & Title	Learning Objective	Assessment Criteria	Assignment Brief Internal Verification Date	Hand Out Date	Formative Feedback Date	Hand In Date	Summative Assessment Date	IV Sampling Date	Student Feedback Date	Resubmission Date*	Assessor Name	IV Name
<b>Semester 1</b>													
<b>Semester 2</b>													
<b>Programme Leader Signature</b>						<b>Name</b>			<b>Date</b>				
<b>*Head of Higher Education or Assessment Board must authorise any resubmissions</b>													