Electronic Submission of Assessments - Policy

Purpose

1. This policy details how assessments should be submitted electronically using the Virtual Learning Environment (VLE).

Scope, Exceptions, Monitoring and Review

2. See *Common Scope, Exceptions and Monitoring Clauses for Assessment and Feedback Policies and Procedures.*

3. This policy does not apply to closed examinations that may be completed online.

Policy Statement

4. All assessments suitable for electronic submission must be submitted using the agreed electronic submission method (see Setting up and Managing Online Submission Points - Overarching Procedure). Submission deadlines, including those for students with approved extensions, must be set within normal working hours (Monday to Friday 9am to 5pm) in order to ensure that technical support will be available.

5. Schools/departments must provide students with clear instructions on submitting work electronically when the assessment task is issued (see Setting up and Managing Online Submission Points - Overarching Procedure). These instructions must also inform students that submission after the deadline will be subject to penalties for lateness (see Penalties for Summative Assessments policy and section 10), unless the student has extra time in examinations as an approved reasonable adjustment.

6. Electronic submission points should be configured to allow multiple uploads of the same assignment, with the last one uploaded before a deadline being the one that will be marked. If nothing has been submitted on time, the first submission after the deadline will be marked (see Setting up and Managing Online Submission Points - Overarching Procedure).

7. Submission points should remain open to allow all students to submit their work, and during normal working hours (see section 4), including where there have been agreed extensions for students with a Student Support Plan (SSP) or an approved reasonable adjustment in urgent or severe cases. Alternatively, schools/departments may set up specific submission points for use by students with agreed extensions (see Setting up and Managing Online Submission Points - Overarching Procedure and Reasonable Adjustments in Assessment -for Taught Students).

8. Students are responsible for submitting their assessments to the right submission point. Schools/departments are under no responsibility to locate an assessment if it has not been correctly submitted and may award a mark of zero if submitted to the wrong submission point.

9. Students are responsible for submitting their assessments in the correct format. Schools/departments are under no responsibility to modify files that have been incorrectly submitted in order to mark them and may award a mark of zero if they do not receive the work in the requested format.

10. Standard lateness penalties (see the Penalties for Summative Assessments - Policy) should be applied for work submitted after the published deadline (see also section 5).

11. If a student is unable to submit electronically due to technical issues, for example failure of necessary University-managed systems (such as submission platform downtime) or very rare technical issues, such as blocking of the whole internet in a particular geographical region, then an alternative submission method (for example email or Google Drive) must be available. Schools/departments using TurnItIn and Gradescope to manage electronic submissions can then submit the assessment on the student's behalf to the submission point if necessary.

12. Where a school/department is using a digital platform to facilitate marking of handwritten work, the student must comply with the submission requirements specified by the school/department for that assessment method. Schools/departments must provide instructions on handwritten requirements, and normal policy in relation to illegible scripts will apply (see How to Mark - Policy).

Document Control

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Responsible Manager:	Policy Manager Academic Quality and Development
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