

Document Name and Version	3.6 Policy and Procedure for Late Submission of Coursework
Policy Number	3.6
Policies that Interact with Policy 3.6	Policy 3.7 Policy and Procedure for Mitigating Circumstances. Policy 5.4 Moderation of Assessment Material and Results
Approval Body	Academic Council
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Date of Review	2025
Revisions	

1. Preamble.

1.1. Learners are expected to satisfy the requirements of submission deadlines in assessment instructions. This policy sets out the consequences that are applied when submission deadlines are not adhere to.

1.2. This policy addresses the requirements of (i) QQI's suite of QA guidelines, (ii) QQI Assessment and Standards (revised 2013) and (iii) ESG. These regulations require that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner life cycle.

2. Scope.

2.1. This policy applies to all assessments in IICP College.

2.2. This policy should be read in conjunction with related IICP College policies:

- Mitigating Circumstances Policy;
- Assessment Regulations;
- Examination Results: Review, Recheck and Appeal;
- Examination Board Policy.

3. Purpose.

3.1. The purpose of this policy is to ensure fairness and consistency across IICP College in the marking of assessments, with specific reference to submission deadline requirements.

3.2. This policy contributes to IICP College's commitment to ensuring transparency and fairness in assessments. However, this policy should be read and contemplated in conjunction with other relevant IICP College guidelines and policies such as Learner Care and Welfare Policy, Mitigating Circumstances Policy and Learners with Disabilities Policy.

4. Roles and responsibilities.

- 4.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.
- 4.2. Lecturers are responsible for taking appropriate action under this policy.
- 4.3. Learners are responsible for making themselves aware of their responsibilities under this policy, and the implications of non-adherence for their assessment results.
- 4.4. All faculty, staff and learners are responsible for upholding the principles of this policy, and for adhering to its procedures.

5. Policy and Procedures.

- 5.1. Learners must satisfy the requirements of the assessment in relation to submission deadlines.
- 5.2. A soft copy of the assessment must be submitted on Moodle prior to midnight on the day of the submission deadline. It should be noted that submission of a hard copy only, where required, does not satisfy submission deadline requirements.
- 5.3. Where requested by their lecturer, learners must submit one hard copy of the assessment to the College before the deadline.
- 5.4. Learners should ensure that they retain a copy of submitted work.
- 5.5. Other than in exceptional circumstances outlined below, work is deemed to be a 'late' submission when an unauthorised missing of a deadline has occurred. It should be noted that deadlines for individual learners may be extended through IICP College's Mitigating Circumstances Policy, which includes a provision for managing extensions at the lowest possible level. Consequently, learners are encouraged to make an application under this policy, or speak directly with a member of faculty, when they

experience any difficulty that might impact on their ability to carry out their assessment.

5.6. IICP College must be, and be seen to be, fair and rigorous in assessments. This requires that the College responds appropriately to unforeseen or exceptional events that impact on the learner's performance in assessments. Consequently, in exceptional or unforeseen circumstances that impact on teaching, learning and/or assessments in particular modules, deadlines for specific cohorts of learners may be extended in the interests of fairness and rigour in assessments. This may occur, for example, where extreme weather events interrupt a class timetable.

5.7. Learners who experience circumstances substantially impacting on their ability to carry out their assessment may apply for an extension of a deadline through IICP College's Mitigating Circumstances Policy. Learners can find a policy and procedure for a mitigating circumstances application in the IICP College *Quality Assurance Manual* [QAM].

5.8. Where a Mitigating Circumstances application is approved by the College then an alternative submission deadline will be communicated to the learner in accordance with that policy. This policy applies to any alternative submission deadline decided by the College.

5.9. *Consequences for missed deadlines:*

5.9.1. Learners who chose to submit assignments that do not fulfil submission deadline requirements will be subject to the relevant deduction listed in this section.

5.9.2. Where coursework is submitted within one week of the due date (i.e. less than or equal to 7 days after the due date) 5 marks out of 100 (5%) will be deducted from their final grade.

5.9.3. Where coursework is submitted more than one week but within two weeks of the due date (i.e. between 8 to 14 days after the due date) 10 marks out of 100 (10%) will be deducted from their final grade.

5.9.4. Coursework submitted two weeks or more after the due date (i.e. greater than 14 days) will be a non-submission. The mark for a non-submission is 0%.

5.9.5. Learners should note that the application of this policy is subject to IICP College Assessment Regulations. Attention is drawn in particular to **Examination Board Regulations** and **Examination Results: Review, Recheck and Appeal**.

5.9.5.1. In particular it should be noted that any assessments submitted after the **Programme Final Submission Date** will not be presented to the next examination board. Where an assessment is carried over to a subsequent examination board then the College will need to consider the currency of learning of the assessment.

5.10. The consequences of late submission are as follows:

Length of time (days) the submitted work is overdue	Effect on final mark (where assessments are marked out of 100%)	Examples of marking
Within one week (7 days)	Mark reduced by 5 marks	Mark would have been 50%. 5 marks are deducted. Actual mark 45%.
Greater than one week but within two weeks (within 8 to 14 days)	Mark reduced by 10 marks.	Mark would have been 60%. 10 marks are deducted. Actual mark 50%.
Greater than two weeks	Considered a non-submission.	Mark allocated is 0%.
General Regulations	Exceptional circumstances that might impact on a learner's ability to meet an assessment deadline are taken into consideration in accordance with IICP's Mitigation Circumstances Policy.	