

# EXAMINATION & ASSESSMENT REGULATIONS: COURSEWORK

## 1. Submission of Coursework

- 1.1. The Head of Department must make provision for systems to ensure that coursework submission is secure, documented and that immediate individual receipts are issued to students.
- 1.2. Unless indicated otherwise, it is expected that all coursework is typed. Students must keep an electronic copy which may be requested by the Module Coordinator at any time.
- 1.3. Extensions to submission dates for coursework for individual students are not permitted under any circumstances. Students with a valid reason for not submitting coursework by the due date must use the Extenuating Circumstances procedures.
- 1.4. Exceptionally, the submission date for assessed work may be revised for all students undertaking the assessment. In such cases the Module Coordinator shall notify all students of the revised submission date.

## 2. Late Submission (First Attempt)

- 2.1. Coursework submitted within 10 working days of the published submission dates will be marked. The mark for the assessment will be limited to the module pass mark, but the uncapped mark must also be shown on the coursework.
- 2.2. Where students with valid extenuating circumstances submit their first attempt within 10 working days of the published submission dates, the original mark will be reinstated and the cap lifted.
- 2.3. Students with valid extenuating circumstances who are not able to submit their first attempt within 10 working days of the published submission date will be given a Deferral in the affected artefact.
- 2.4. Coursework submitted more than 10 working days after the published submission date will not be marked and will be recorded as a non submission.
- 2.5. The above only applies to First Attempts and not to Deferrals or Referrals.

## 3. Late Submission (Referral and Deferral Attempts)

- 3.1. All Referral and/or Deferral coursework must be submitted by the published hand in date.
- 3.2. For all students undertaking their assessments within the standard academic year, the deadline for all Referral and Deferral course work will be the end date of the Referral period.

- 3.3. Work submitted after that date will not be marked and will be recorded as a non submission.
- 3.4. Exceptionally, the Board of Examiners may determine to allow the marking of late work if submitted within a set period and with valid extenuating circumstances. In such cases, the Board of Examiners will publicise this when making students aware of their Referral and/or Deferral assessments (and any subsequent further attempts in the same academic year) to ensure that students are aware of this.
- 3.5. Where a student has extenuating circumstances for Referral and/or Deferral coursework, they should use the extenuating circumstances procedures.

## 4. The Use of Antiplagiarism Software

- 4.1. The use of antiplagiarism software will be introduced to students at the start of their course. Course teams will agree which modules will employ the use of the software as part of their assessment strategy and Module Coordinators will inform students. At least one module per level of study should incorporate the use of antiplagiarism software.
- 4.2. Students will not be asked to submit originality reports with each assignment although they must retain electronic copies of all their assignments. Students can be asked for an originality report (or an electronic copy of their assignment where the intent is for a staff member to generate the originality report), under a number of limited circumstances:
  - as part of a random sample from a particular class or cohort;
  - where the nature of the assignment is deemed to make collusion more likely;
  - where the assignment constitutes a major piece of assessment; or
  - where an assignment has been submitted that raises suspicions of plagiarism.

## Navigating this document

This extract comprises one element of the University's Examination and Assessment Regulations. The overarching Examination and Assessment Regulations document and index is available at [Examination and Assessment Regulations](#).

## Links to useful information

[Extenuating Circumstances](#)  
[Academic Appeals](#)  
[Academic Year calendar](#)  
[Assessment Offences](#)