Assessment Submissions

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, the University expects you to submit all the assessment requirements stated on your assessment brief by the agreed deadline date and time, using the approved submission channel.

Your Responsibilities

Depending on the nature of the assignment, you may be asked to submit in different ways – for example, an essay might be submitted online, whilst a portfolio may be submitted to the College Office or to a specified room. Your assessment brief and/ or your course Moodle site will give clear guidance on the arrangements for each submission and it is your responsibility to check that you are aware of the arrangements for every assignment.

When submitting work for assessment, it is also your responsibility to:

- Ensure that your work is your own
- Submit by the date and time given on the assessment brief
- Submit in the approved format and according to any parameters specified on the assessment brief (e.g. word count, minimum number of pieces etc.)
- Allow yourself enough time to successfully submit your assignment and check that the submission has been accepted
- Contact the College Administration Office **before** the assessment deadline if you are having difficulties.

You will incur a penalty and may fail assessment if:

- You submit 24 hours after the deadline time (unless you have valid Extenuating Circumstances)
- You do not submit all of the assessment requirements
- Plagiarism is detected in the submitted work
- For online submissions, the file format is unreadable, too large for the submission platform, cannot be opened or is in a format not supported by the University

Assessment Deadlines

To be fair to all students, the University does not give extensions to deadlines. The assessment brief will include details of what needs to be submitted and you are expected to submit every component by the deadline date unless something is explicitly flagged as optional.

Non-Submissions

You will be recorded as a non-submission for the whole unit if you hand in any part of the assessment requirements 24 hours after the deadline stated on your assessment brief. You will not be eligible for any form of compensation and will be required to retrieve that failure. Where you successfully retrieve that failure, the grade for the whole unit will be uncapped.

Late Submissions

If you submit work after the deadline but within 24 hours you will incur a penalty of one increment from the mark the work has achieved. If you submit work more than 24 hours after the deadline it will be considered a fail. It may not be possible for staff to assess the work before the Exam Board meets. In this case, you will normally be asked to resubmit the assessment. If it is possible to mark your work before the Exam Board (this is not guaranteed), the Exam Board **may** agree to accept the late work as your resubmission opportunity. This means that you will not have to resubmit the assignment.

Arriving Late for an Examination

Late submissions do not apply for performances, presentations and other time-based examinations, it is your responsibility to check the details of the examination timetable. You are strongly advised to arrive at least 15 minutes before the published start time. For written examinations, **anyone arriving after the published start time will not be admitted to the examination room.**

Extenuating Circumstances

If you are unable to meet an assessment deadline due to valid Extenuating Circumstances (ECs), you must complete an EC claim form and hand it in to the college office at the assessment deadline or as soon as possible thereafter – claims must be received within 2 weeks of the circumstance taking place and at least one week before the Exam Board meets. Where you have an EC validated, you will be entitled to a maximum of fourteen calendar days extension after the submission deadline.

Please see the **Extenuating Circumstances section** of the Course Regulations for more information.

Online Submissions
File Sizes and Formats

If your course uses online submission platforms, your assessment brief should include guidance on accepted file sizes and formats (or a link to this information) for each submission.

If a file format is unreadable, too large or cannot be opened, you will be recorded as a non-submission. As a guide, the University's online submission platforms will normally accept the following:

- **Moodle Assignment** accepts a range of file types including but not limited to word-processed documents, spreadsheets, images, audio / video clips etc. Detailed guidance on the submission will be given in your assessment brief
- **Turnitin** accepts .DOC or .PDF files to a maximum of 40MB.

Where a different format is a fundamental part of the assessment (e.g. websites, blogs etc.), alternative acceptable formats will be included in your assessment brief.

The University defines Extenuating Circumstances as sudden, significantly disruptive, and beyond the student's control. As online submission platforms cannot be supported technically out of normal office hours (9.00am to 5.00pm Monday to Friday), you are expected to allow yourself enough time to successfully upload your assignment and check that the submission has been accepted.

Difficulties with Online Submissions

If you experience technical difficulties in the online submission process, you should first consult the University's guidance:

The **Teaching and Learning Exchange e-learning blog** includes step-by-step guides to uploading assignments to both Moodle Assignment and Turnitin: **https://elearningsupport-moodle.myblog.arts.ac.uk/guides/**

You can also contact the **Digtial Learning support team** for help: **dlsupport@arts.ac.uk**

If you cannot find a solution in the online guidance or via the Digital Learning support team, you should contact your **College Administration Office** for help.

Please note: assistance cannot be provided out of office hours (9.00am to 5.00pm Monday to Friday) and cannot be guaranteed, especially if the assessment deadline is imminent. You should therefore allow yourself enough time to seek help if necessary.

Individual Support Agreements and Adjusted Deadlines

If you are disabled, you may be offered an adjusted deadline if this is the most appropriate way to accommodate your needs.

You will need to negotiate all adjusted deadlines with your course team and the Disability Service, ideally at the time the assessment is set, but no later than 14 days before the standard assessment deadline. Adjusted deadlines must be approved in advance for each individual element or unit: you should not assume that you have extra time for all units as different assignments will require different adjustments. An adjusted deadline may need to be set during vacation periods to ensure you are not disadvantaged in future assessments. The rules regarding non-submissions and missed deadlines still apply to any student who misses their own deadline.

Academic Integrity

It is your responsibility to ensure that your work is your own. All assessment submissions will be checked for evidence of plagiarism or other academic misconduct.

Turnitin UK compares student work against the world's largest academic database, generating an originality report for the submission. If your course uses Turnitin UK, it will be used to check the authenticity of your work. If you are asked to submit via another channel, the University may use Turnitin UK to check an individual piece of work if there are any doubts about its authenticity. You may be required to submit an electronic copy of your work for this check to be carried out. Failure to submit this copy may be considered a breach of the Academic Misconduct regulations.

A decision on the authenticity of your work will be reached via the academic judgement of the assessors. If plagiarism is suspected, it will be investigated under the University's **Academic Misconduct Procedures**.

You can avoid plagiarism in your work by ensuring that, for any assignment, you refer to the University's guidance on accepted and acceptable forms of referencing: **www.citethemrightonline.com**.

This lists the correct way to reference any source, from books, journals and essays to works of art and web pages. You can also use Turnitin UK to check your own work by uploading draft assignments and checking your own originality report, helping you to avoid plagiarism in your final submission.