

Section 6: Programme-related matters

Penalties for late submission (*excluding Postgraduate Flexible programmes*)

[Approved by the University Board for Teaching and Learning on 23 May 2014. Subsequent amendments were approved by the Board on 15 October 2014, 3 November 2014 and 7 December 2015.]

This policy applies to all taught programmes except Postgraduate Flexible programmes. Penalties for late submission and the associated procedures which apply to Postgraduate Flexible programmes are specified in the policy 'Penalties for late submission for Postgraduate Flexible programmes'.

Standard penalty

The Module Convener will apply the following penalties for work submitted late:

- where the piece of work is submitted after the original deadline (or any formally agreed extension to the deadline): 10% of the total marks available for that piece of work will be deducted from the mark for each working day¹ (or part thereof) following the deadline up to a total of five working days;
- where the piece of work is submitted more than five working days after the original deadline (or any formally agreed extension to the deadline): a mark of zero will be recorded.

In the case of a single piece of coursework that has a credit-weighting of **more than 30 credits**², the normal penalties will apply except that, when the piece of work is submitted up to five working days after the deadline, the mark awarded due to the imposition of the penalty shall not fall below the threshold pass mark, namely 40% in the case of modules at Levels 4-6 (*i.e.* undergraduate modules for Parts 1-3) and 50% in the case of Level 7 modules offered as part of an Integrated Masters or taught postgraduate degree programme. Where the piece of work is awarded a mark below the threshold pass mark and is submitted up to five working days after the deadline, no penalty shall be imposed.

In all cases, where a piece of work is submitted more than five working days after the original deadline (or any formally agreed extension to the deadline), a mark of zero will be recorded.

Variant from standard penalty

A variant from the standard penalty may be permissible where there is good reason, provided that:

- The only permissible variant be a mark of 0% for the piece of work submitted late
- The variation is allowed in respect of relatively minor pieces of work (which contribute not more than about 10% of the assessment of the module)
- The variation is clearly specified, with the work, its deadline etc.
- This variation is approved at the School level by the Director of Teaching and Learning / Board of Studies / Teaching committee

¹ See page 3

² This refers to the credit-weighting of the piece of coursework itself, and not to the credit-weighting of the module. For example, this provision would apply in the case of a piece of coursework which comprises 100% of a 40-credit module and also in the case of a piece of coursework which comprises 60% of a 60-credit module.

- The variation is justified for good pedagogic reason: it is envisaged that variants would be permitted in a limited range of circumstances, such as:
 - Where a short period of time is given to do work, so as to allow rapid learning and feedback
 - Where coursework is made up of multiple very small pieces, where missing a deadline for one piece of work would have an insignificant impact, or where the mark is based on the best of a subset of the submissions.

Students are informed in the *Guide to Undergraduate Assessment/Guide to Assessment for Taught Postgraduate Students* that it is advisable to submit work in an unfinished state rather than to fail to submit any work.

Special provisions relating to the submission of coursework for exhibitions in the Department of Fine Art and the Department of Typography and Graphic Communication have been approved by the University Board for Teaching and Learning.

Fine Art: in respect of modules FA3FS1 and FA3FS2:

Students who have started but not completed their exhibition be allowed to finish under staff supervision until 12 noon on the next scheduled working day, with a loss of 10% of the marks available for the module examined.

Students who fail to submit an exhibition will be given 0% and be allowed the opportunity to resit at the next opportunity, in accordance with the University regulations.

Typography:

The department will apply a mark reduction scheme in mitigation of lateness up to eight hours.

Provision of Feedback

Work submitted late with an extension

Any coursework which is granted an extended deadline through the Extenuating Circumstances process will normally be given feedback and marks within a 15-working day period to run from the amended submission date. Any variation from this will require a case for an exemption to be made by the module convenor to the School Director of Teaching and Learning (SDTL).

The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Work submitted late without an extension

Any coursework which is submitted late and without an authorised extension, or is submitted later than any granted extension, shall receive feedback even if a mark of zero is returned. However, this type of coursework will not fall within the requirements for feedback and marks to be provided within 15 working days. The deadline by which feedback should be provided to the student shall be agreed by the module convenor and the SDTL.

The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Annex 1 - Additional guidance for staff and students

Definition of ‘Working Day’

For the purposes of this policy, a working day will be defined as a 24-hour period excluding Saturday and Sunday. This definition will apply to all students, regardless of location. Public holidays and University closure days will not be considered working days. Please see further guidance below ‘A Note on Holiday and Closure Days’.

Deadlines for submission

Schools and Programme Areas will give full consideration to the timing of deadlines. Deadlines should specify a date, time and time zone; for example, Thursday 20 November 2015 at 12 noon (GMT). A deadline normally should fall between 10.00am and 4.00pm and should not fall within the five days preceding or two days succeeding a public holiday or University closure day.

Table summarising penalties for late submission³

Submission	Penalty	Marks deducted (if marked out of 100)	Marks deducted if marked out of 50)
Up to one working day after the deadline (i.e. from the deadline until the same time on the next working day)	10%	10	5
Up to two working days after the deadline (i.e. until the same time two working days after the deadline)	20%	20	10
Up to three working days after the deadline (i.e. until the same time three working days after the deadline)	30%	30	15
Up to four working days after the deadline (i.e. until the same time four working days after the deadline)	40%	40	20
Up to five working days after the deadline (i.e. until the same time five working days after the deadline)	50%	50	25

³ As noted previously, where a single piece of (passing) coursework has a credit-weighting of more than 30 credits and it is submitted up to five working days after the deadline, the mark awarded due to the imposition of the penalty shall not fall below the threshold pass mark, namely 40% in the case of modules at Levels 4-6 (i.e. undergraduate modules for Parts 1-3) and 50% in the case of Level 7 modules offered as part of an Integrated Masters or taught postgraduate degree programme. Where the piece of work is awarded a mark below the threshold pass mark and is submitted up to five working days after the deadline, no penalty shall be imposed.

More than five working days after the deadline	Mark of 0	Mark of 0	Mark of 0
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Worked examples

Example 1 – Standard penalties (except for large pieces of work)

A piece of coursework contributing 50% of a Part 2 20-credit module. Deadline for submission is Thursday at 3pm. No public holidays or closure days fall in the following week. The piece of work is marked out of 50 and has been marked as 43. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Marks for assignment
On time (before Thursday at 3pm)	0%	0	43
2pm on Friday	10%	5	38
1pm on Sunday	20%	10	33
9am on Monday	20%	10	33
4pm on Monday	30%	15	28
2pm on Tuesday	30%	15	28
11am on Wednesday	40%	20	23
12 noon on Thursday	50%	25	18
After 3pm on Thursday	Mark of 0	Mark of 0	0

Examples 2 and 3 – Penalties for large pieces of work (with a credit-weighting of more than 30 credits)

A piece of coursework contributing 90% of a Part 3 40-credit module. Deadline for submission is Monday at 12 noon. No public holidays or closure days fall during the week or during the following week. The piece of work is marked out of 100 and has been marked as 68. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Marks for assignment
On time (before Monday at 12 noon)	0%	0	68
11am on Tuesday	10%	10	58
2pm on Tuesday	20%	20	48
1pm on Wednesday	30%	30	capped at 40

4pm on Thursday	40%	40	capped at 40
2pm on Friday	50%	50	capped at 40
9am on Monday	50%	50	capped at 40
After 12 noon on Monday	Mark of 0	Mark of 0	0

A piece of coursework contributing 85% of a Part 3 40-credit module. Deadline for submission is Tuesday at 10am. No public holidays or closure days fall during the week or during the following week. The piece of work is marked out of 100 and has been marked as 37. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Marks for assignment
On time (before Tuesday at 10am)	0%	0	37
12 noon on Tuesday	0%	0	37
1pm on Thursday	0%	0	37
9am on Monday	0%	0	37
After 10am on Tuesday	Mark of 0	Mark of 0	0

A Note on Holiday and Closure Days

Students will be subject to the public/national holidays where their programme is registered. In the majority of cases this will be either the University's UK Campuses (Whiteknights, Greenlands and London Road) or the Malaysia Campus. The following partnership programmes will operate in line with local public holidays which will be identified annually on the Blackboard site for the relevant programmes;

- MSc Informatics - Beijing Institute of Technology, China
- BA Accounting - Beijing Institute of Technology, China
- MA English Language Education - Guangdong University of Foreign Studies, China
- MSc Management Information Systems - University of Ghana
- Educational Doctorate - Vietnam National University

Students should contact their Programme Director if further clarification is required.

Where a student is studying modules at a partner institution as part of their University of Reading award, such as study abroad programmes or embedded modules studying at the partner, local regulations at the partner will apply for those partner delivered modules.

For UK campuses, the University is normally closed on the 8 Public Holidays for England and Wales (New Year's Day, Good Friday, Easter Monday, May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day). It is also normally closed for a small number of additional days during the year, referred to as 'closure days', usually around the Christmas and Easter public holidays. Further details can be found at: <http://www.reading.ac.uk/internal/staffportal/sp-term-dates.aspx>.

For the Malaysia Campus, the UoRM will be operating local Public Holidays and closure days. Please contact the UoRM team (my.enquiry@reading.edu.my) for details.