**Late Submission and Extension**

 **Policy and Procedure**

1. **Introduction**
	1. Students are expected to meet the published deadlines for the submission of assessments.
	2. The University recognises that, on occasion, students may encounter circumstances which prevent them from meeting assessment deadlines.
	3. This aim of this policy is to enable students to submit up to 7 calendar days after the published submission date. For students who have a Student Support and Wellbeing approved automatic 7 day extension, the deadlines in this policy are applicable after the automatically extended deadline.
	4. Coursework submitted later than 7 days after the published submission deadline or extended deadline will be awarded a non-submission grade (0NS).
	5. Students wishing to submit late or claim an extension should also read the Guidance for Students on Extenuating Circumstances, Fit to Sit, Extensions and Late Submission[[1]](#footnote-1).
2. **Scope**
	1. This policy is applicable to all registered students submitting assessments on a University of Wolverhampton award at undergraduate and postgraduate levels. This includes students in UK and international partnerships and distance learners.
	2. Where this policy is incompatible with courses which adhere to professional body regulations the professional body regulations and procedures will take precedence. Where this applies further information will be published in the Course Guide.
	3. This policy does not apply to examinations, tests, group work and practicals. For these assessments students should refer to the Fit to Sit and Extenuating Circumstances Policy and Procedures[[2]](#footnote-2).
	4. The Late Submissions section of this policy (section 3) does not apply to assessments for which an Extension (section 4) has been granted.
	5. The Late Submissions section of this policy (section 3) does not apply to assessments which are graded Pass/Fail.
	6. This policy does not apply where a student requires longer than 7 calendar days after the published assessment date to submit their assessment. In these circumstances students should refer to the Fit to Sit and Extenuating Circumstances Policy and Procedures.
	7. This policy does not apply to assessments taken during a published resit period.
3. **Late Submissions**
	1. Coursework submitted after the published submission deadline but within 7 calendar days of that deadline, without an approved extension, will be marked.
	2. Grades for late submissions will be subject to the following sanctions:
4. Up to 2 days[[3]](#footnote-3) after the published deadline

 A deduction of 10% of the maximum mark available from the actual mark achieved by the student

1. More than 2 days and up to 7 days after the published deadline

A deduction of 20% of the maximum mark available from the actual mark achieved by the student.

1. More than 7 days after the published deadline

A non-submission grade (0NS)

* 1. Where the submitted work has met the learning outcomes for the assessment the mark will not be reduced lower than the minimum pass grade.

3.4 Where multiple versions of an assessment have been submitted it will be the last valid submission before the published deadline that will be marked. If no work is submitted before the published deadline the first assessment submitted after the deadline will be marked in accordance with section 3 of this policy.

1. **Extensions - Procedure**
	1. The purpose of the extensions procedure is to enable an extension to an assessment deadline where exceptional and unforeseeable circumstances beyond a student’s control will prevent them from submitting an assessment by the published deadline.
	2. The maximum extension that can be granted is 7 calendar days. If the new submission date falls on a day when the University is closed i.e. Christmas and Easter, this will be extended to the next day the University is open.
	3. Students should apply for an extension at least 7 calendar days before the original assessment submission date. Claims submitted after this deadline will not normally be accepted unless there is evidence that the reasons for applying for an extension were not known at the time.
	4. Extension claims submitted after the assessment deadline will not be accepted.
	5. Extension claims must be made through eVision for each affected assessment.
	6. Students have a maximum of 7 calendar days to submit electronic copies of the supporting evidence via eVision or to provide these to their Faculty Student Services Office.
	7. An extension can be granted where there is evidence to demonstrate that exceptional and unforeseeable circumstances have affected the student’s ability to submit the assessment by the published assessment deadline.
	8. Where no evidence is provided within the deadline the claim will be rejected, unless the student provides evidence of good reason for the delay and keeps the Faculty Student Services Office informed of the situation.
	9. The standard required both in terms of the extent and seriousness of the circumstances and the supporting evidence is at a slightly lower level, than that required for extenuating circumstances, recognising that the possible outcomes of a successful extenuating circumstances claim are more far-ranging than the granting of an extension request. Further guidance is provided in the Guidance for Students on Extenuating Circumstances, Fit to Sit, Extensions and Late Submission [[4]](#footnote-4).
	10. Incomplete claims will be rejected.
2. **Extensions – The decision**
	1. Claims will be reviewed by the Faculty Student Records Coordinator or their nominee.
	2. Students should not wait for confirmation of the outcome of their claim before submitting their work and should submit the assessment no later than 7 calendar days after the published assessment deadline.
	3. Where a claim is successful the student and the module leader will be notified by email of the new submission date.
	4. Where a claim is unsuccessful the student will be notified by email. If their assessment was submitted no later than 7 calendar days after the published assessment deadline, it will be marked as a late submission (see Section 3 above).

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1. University of Wolverhampton Guidance for Students on Extenuating Circumstances, Fit to Sit, Extensions and Late submission, available at <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/> [↑](#footnote-ref-1)
2. Fit to Sit and Extenuating Circumstances Policy and Procedures. Available at: <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/> [↑](#footnote-ref-2)
3. Days will be calculated as multiples of 24 hours after the published submission deadline. [↑](#footnote-ref-3)
4. University of Wolverhampton Guidance for Students on Extenuating Circumstances, Fit to Sit, Extensions and Late Submission – available at <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/> [↑](#footnote-ref-4)