# **Assessment Submission Process**

The below diagram and descriptions set out the assessment process in order of priority. If you are unable to meet a deadline, **you should always contact your department in the first instance** to ensure that you make the most appropriate decision.

**Submission Deadline**

**What can I do if I miss a submission deadline?**

**Extension**

**Late Submission**

**Personal Circumstances**

1. **Submission Deadline:** This is the published deadline for the submission of your coursework or attendance at an exam, test, or presentation. Where possible you should aim to submit your work on time.
2. **Extension:** If you are unable to submit your work or attend a designated assessment then you may apply for a short (usually up to two weeks) departmental/area extension. Please contact your department administrator or programme tutor for information about how to apply in your area. If you are granted an extension, you will be notified of the new date of submission and your work will be marked without penalty.
* **Cons**: an extension to one deadline **may result in it bunching or clashing with upcoming coursework deadlines**.
* **Pros**: this will give you more time to submit your work and you will receive your full mark.
1. **Late submission:** If you have missed the first submission deadline for an assessment (excluding exams, tests, or live presentations), but do not have an Extension or Personal Circumstances in place, the University will accept Late Submissions where the submission is received within five working days of the original deadline. Late Submissions will be subject to the normal capped mark for reassessment (40%). Late Submission does not apply to referred work.
* **Cons**: **this caps the mark** you receive for that assessment piece at 40% and impacts on your overall module grade
* **Pros**: this enables you to submit your assessment and complete the module without being referred to the next assessment point
1. **Personal Circumstances:** If you are affected by more serious, long-term problems that are likely to prevent you from completing work with a short-term extension, then you may apply for Personal Circumstances using the online form. If approved, your deadline will be the next assessment point and your work will be marked without penalty.
* **Cons**: the submission deadline for your assessment will be at the next assessment point which, if you are a final year student, **may delay your graduation**.
* **Cons**: If you have a number of deferrals **you may have to submit a lot of work in the same reassessment period** and if you do not complete sufficient credits by that point, you will **not be able to progress to the next year of study**.
* **Cons**: if the submission deadline for your assessment is in the summer, **your tutors will be on leave over**. Ensure that you arrange to get academic support from your tutors before they go on leave.
* **Pros**: this will give you more time to submit your work and you will receive your full mark

**Work handed in late without approval through an Extension, or the Personal Circumstances process, or work submitted more than five working days late will receive a mark of 0.**

If you are experiencing difficulties submitting your assignment, please consider the above options very carefully and how it may impact your workload and ability to complete your modules. Please discuss which option is best for you with your module tutor or personal tutor as having outstanding assessment can impact your progression between years of study and graduation. In some instances, students with outstanding credit can be transferred to part time study (TPT) and must complete a learning agreement in order to continue their studies. Please see below link for details and guidance.

If you are experiencing serious longer terms problems with your studies and completing assignments, you may wish to explore taking time out from your studies through an interruption. Conditions that apply and steps to follow are detailed in the policy below.

**Useful links**

Submitting to Turnitin: A Guide: <https://www.edgehill.ac.uk/document/submitting-to-turnitin-a-guide-for-students/>

Personal Circumstances: <https://www.edgehill.ac.uk/departments/support/registry/assessments-and-awards/personal-circumstances-form/>

TPT learning agreement and guidance for students transferred to part time study: <https://www.edgehill.ac.uk/document/tpt-learning-agreement-2022-23/>

Interruption Policy: <https://www.edgehill.ac.uk/document/appendix-9-interruption-policy-2022-23/>