

## **Submission of Work for Assessment (Taught Programmes)**

**(Adapted for Royal Marsden School ‘the School’)**

**These procedures cover:**

**Submission of Anonymised Work for Assessment**

**Word Limits and Penalties**

**Extensions and Penalties for Unauthorised Late Submission**

**Provisional Marks and Feedback**

**Retention of Coursework**

\*Summative coursework is defined as work that is taken into account by a Board of Examiners for the purposes of progression and/or for an award. Formative coursework is defined as work that is not taken into account by a Board of Examiners for the purposes of progression and/or for an award.

### **Submission of Anonymised Work for Assessment**

1. All written coursework, project reports and dissertations submitted by undergraduate and taught postgraduate students for assessments that have a summative component should be identified by a student's registration number and not by their name.
2. Coursework which is entirely formative – i.e. is to help the development of a student and which does not count towards decisions regarding progression or the conferment of an award – need not be anonymised.
3. In some circumstances, even though a piece of coursework is identified only by a student registration number, the first marker may know the identity of the student because of the nature of the assessment - e.g. because of the personalised form of teaching, or because a student has been given specific advice by a marker on a reassessment, and because supervisors will know the real identities of their project and dissertation students. It is also possible in these circumstances that a second marker may know the identity of the student. External examiners or moderators will not, however, be aware of the identity of the student.
4. If a marker considers that a written assignment should not be anonymised, s/he should consult the Course Leader, who may discuss the circumstances with the Lead for Educational Quality and Standards.
5. Markers are reminded that they should not break trust with students by seeking to identify them from their registration number at the point of marking coursework. Word Limits
6. Information on the word limit of each item of coursework (whether formative or summative) shall be published to students. The word limit will be clearly stated in the title of the written assignment, project, report and dissertation. For example, an essay may have the title 'Essay 1 (2500 words)', where the number in brackets indicates the word limit. (There will be obvious exceptions, for example, where the assignment requires formulae or computer code rather than text).

7. The word count for coursework, written assignments, projects, reports and dissertations shall include: Footnotes and endnotes, references (in the main text), tables and illustrations and if applicable the abstract, title page and contents page. Any appendicised material and the bibliography or reference list shall be excluded from the word count. Where it is agreed that bibliographic referencing will take the form of footnotes and/or endnotes this will not be included in the word count - any additional notes within the body of the text will be counted.

8. Students should declare the word count of the text of their assignment on the coversheet (electronic or hard copy) submitted with their piece of work.

9. Markers who suspect an assignment is over the word limit should assign it an un-penalised mark, and return it to the Assessment Officer, flagged appropriately, for investigation and application of any resulting penalty. Penalties will be applied if work exceeds the word limit, with a 10% tolerance allowance.

10. Students are required to submit an electronic version of the originally submitted work in a format which can be checked for word count (for example Word or Excel) when requested by the Assessment Officer to do so, when the marker has raised a suspicion that the student has exceeded the word count.

11. Failure to submit an electronic version of the work for checking will result in the mark for the assignment being capped at the pass mark.

12. Cases of intentional misrepresentation of the word count will result in the mark being capped at the pass mark.

13. When an assignment is excessively over the word limit, the marker is obliged to read up to the limit but is not obliged to read beyond it. It is recommended that a 10% allowance is made in determining the cut-off point, which should be clearly identified on the script by the marker. The awarded mark will reflect the assignment content up to that cut-off point. In addition, this awarded mark will have a 10 mark deduction penalty applied by the Assessment Officer. For Pass/Fail assignments where the word count is found to exceed the word limit plus 10%, the judgement on whether the grade is a pass or a fail should be made only on the text up to the word limit plus 10%.

### **Penalties for exceeding the word limit**

14. The penalties for exceeding the word limit are:

Up to 10% over word limit	No Penalty
10% or more over the word limit	Deduction of 10 <b>marks</b> off original mark
Failure to provide an electronic copy when requested	Mark capped to the pass mark
Intentional misrepresentation of the word count on the coversheet	Mark capped to the pass mark
NOTE:	
1. When the original mark is within 10 marks of the pass mark, the penalty will be capped at the pass mark	
2. Original marks below the pass mark will not be penalised	

## Arrangements for Submission of Work for Assessment

15. The method of submission for assignments will be published to students, for example through Moodle.

16. For the majority of assignments, students will submit their work electronically. Where electronic submission is set up for a module assignment it will be the only method to submit the assignment; hard copies will not be accepted (except for degree dissertations which are submitted in hard copy and electronically).

17. For some modules electronic submission is not appropriate, and the work should be submitted to the Assessment Officer.

18. Students will only be required to submit one copy of their coursework for assessment, although two copies may be required for projects and dissertations.

19. The deadline for submission will be 16.00 on the specified date.

20. Students should be reminded, when work for assessment is set, that the deadline for a piece of work is the last possible time for the work to be submitted without penalty for late submission (in the absence of extenuating circumstances) and not the preferred time for the work to be submitted, the earliest time for submission being one week ahead of the deadline.

21. The specified date for submitting work for assessment should be a Monday, Tuesday, Wednesday or Thursday and may include vacations.

22. Work submitted after the published deadline may be submitted up to 20 days after the published deadline. The method of submission will be the same as for pre-deadline submission. Late submission in the absence of acceptable extenuating circumstances will be subject to a penalty as set out below.

23. Confirmation of assignment submission will be emailed to students registered email address by the Assessment Officer.

24. Submission and return deadlines are published to students through the module hand book.

25. Students who have a valid reason for needing an extension may self-certify on two occasions per year, subject to certain conditions as detailed in the Extenuating Circumstances Regulations: available on Moodle.

26. A request for an extension to a deadline for the submission of work for assessment should be submitted by the student in accordance with the regulations covering Extenuating Circumstances:

27. Where extenuating circumstances prevented the student from applying for an extension in advance of the submission deadline, work submitted after the deadline should be accompanied by a completed Extenuating Circumstances Report Form. Allowance will be given for acceptable extenuating circumstances and in such cases penalties for late submission will not be applied.

## Penalties for Unauthorised Late Submission of Work for Assessment

28. The penalties for late submission of numerically marked work for assessment in the absence of acceptable extenuating circumstances are:

Work submitted	Marks deducted
After 16:00 on the due date and before 16:00 on the day following the due date	10 marks
After 16:00 on the second day after the due date and before 16:00 on the third day after the due date	20 marks
After 16:00 on the third day after the due date and before 16:00 on the 20th day after the due date	all the marks the work merits if submitted on time (i.e. no marks awarded)
After 20 working days	work will not be marked and a mark of zero will be entered

Saturdays and Sundays will NOT be taken into account for the purposes of calculation of marks deducted.

### *Note*

The penalties assume the work will have a maximum of 100 possible marks. The penalties should be adjusted pro-rata for any other (numerical) marking scheme.

29. Late submission of pass/fail marked work for assessment in the absence of acceptable extenuating circumstances will be awarded a fail mark.

30. All submitted work for assessment up to 20 working days after the published deadline will be marked normally and a non-penalised mark recorded on the script/coversheet. The Assessment Officer will deduct any penalty for late submission where there are no accepted extenuating circumstances and record this on the coversheet. Any work submitted for assessment more than 20 working days after the published deadline (where there are no extenuating circumstances and where an extension has not been approved) will not be marked and will receive an automatic mark of zero / fail. This will apply to work submitted beyond an approved extension date, if the submission date is more than 20 working days after the published deadline.

31. The Academic Appeals Procedure may be used where a request for an extension to a deadline has been denied. However penalties are not open to appeal. Further information about the Academic Appeals Procedure is available via Moodle.

32. The unauthorised late submission of work or exceeding the word limit are the only circumstances in which marks may be deducted from the merit mark. Where medium level plagiarism or collusion is detected an adjusted mark reflecting the merit of the work actually undertaken by a student will be awarded. Where a student does not achieve an intended learning or assessment outcome the marks awarded or withheld will reflect this. Negative marking is not permitted.

## **Provisional Marks and Feedback**

33. Feedback on assessed work will cover essays, reports, exercises, presentations, performance and practice placements. It will take account of the learning outcomes of the assignment and the relevant marking criteria. Comments may be subject specific and/or generic, and will include the relevant feedback form where appropriate.

34. The deadline for return of feedback and provisional marks on larger pieces of work, notably essays, will where possible be set sufficiently in advance of the deadline for handing in a further piece of work of the same kind to ensure students can benefit appropriately from the feedback.

35. The School norm is that feedback and provisional marks on summative coursework are returned to students no later than 25 working days after the published deadline for submission. Normally this is the return of the marked and annotated submitted coursework. Provisional marks will also be published on the Students' Moodle pages, normally up to a week after the return of the paper copy of the feedback and provisional mark, to encourage students to pick up their feedback in a timely manner.

36. Because of their nature, Dissertations, Placement Reports, Projects, and Portfolios at undergraduate and at Master's level, are not covered by the 25 working day turnaround guidelines.

37. Where, exceptionally, turnaround times for specifically-identified pieces of work cannot meet the 25 day norm, a full explanation of the reason for this will be provided to students by the Assessment Officer, at the start of each academic year. In such circumstances, collective feedback, verbal or otherwise, must be provided within 25 working days.

38. It is recognised that illness or other unforeseen circumstances may delay turnaround time beyond the 25 working days deadline: where this occurs students affected by the delay should be informed.

39. Where the 25 working day deadline for feedback and provisional marks falls in a School Vacation Period, the work should normally be returned during week 1 of the following Teaching Period.

40. Where a student, under the informal stage of the academic appeals procedures, requests that a single-marked piece of summative coursework be second marked, the outcome should normally be available within a further 10 working days.

41. Where a student has been given an extension to submit coursework after the deadline, feedback and provisional marks will normally be provided to that individual within 25 working days of the new submission date.

42. Feedback in the form of basic statistics (e.g. average marks and standard deviations) will be made available to student cohorts, where appropriate, so that students may gauge their performance against that of their peers (no individual will be identified).

43. Students will be given advice on the academic support available to them in the event of feedback indicating areas for improvement and enhancement.

44. Students are expected to retain a copy of all their summative coursework in case this needs to be recalled for scrutiny by Boards of Examiners as part of their decision-making processes for degree classification and for moderation purposes with regard to academic standards of awards.

45. Marks for summative coursework remain provisional and subject to change until confirmed by the relevant Board of Examiners.

#### **Return and Retention of Coursework**

46. The method of return of coursework will be published to students.

47. Uncollected work and electronic copies of work will be disposed of after the end of the academic year the work was completed in.