

University of Glasgow

Academic Standards Committee – Friday 9 October 2009

Matters Arising: Report from Code of Assessment Working Group
(ASC/2008/61.2)

Ms Helen Butcher, Clerk to the Committee

Brief description of the paper

ASC is asked to note that its proposed penalties for the late submission of coursework were approved by Senate in June 2009. In addition, the policy for exemption from these penalties was further developed by the Code of Assessment Working Group and agreed by the Clerk of Senate under Summer Powers. Both the penalties and provision for exemption have been published in the Code of Assessment (§16.25 – §16.28 of the 2009-10 Calendar) - see Appendix 1.

The Clerk of Senate has written to all departments to confirm that while these new regulations have been published this session, and reflect agreed Senate policy, they will not have the force of regulation until 2010-11 at which point they will be applied to all students in all years of study. The reason for the delay is that in some cases (i.e. when the standard penalties are more severe than those currently used by departments) the application of the new regulation would contradict General Regulation 1.9 which protects students from changes to their degree regulations where such changes adversely affect them. Phasing in the regulations from 2009-10 was not considered to be practical given that both first and second year students take many level 1 courses together.

Given that the new regulation introduces greater fairness and transparency, and in general will not affect students adversely, Senate will be asked to approve a revised draft of the regulation to come into effect in 2010-11 which includes a clause to offset regulation 1.9.

The proposed amendment to the current regulation (given in Appendix 1) is as follows:

Insert the following clause immediately above 16.25:

The regulations set out in §16.25 – §16.28 below will apply, notwithstanding the normal provision of §1.9, to all taught students.

Action Requested

ASC is asked to consider the above regulation for recommendation to EdPSC and Senate.

Recommended Person/s responsible for taking the action(s) forward

Senate Office.

Resource implications (where appropriate)

Not applicable.

Timescale for Implementation (where appropriate)

Revised regulation to be introduced in academic session 2010-11.

Equality Implications (where appropriate)

Not applicable.

Penalties for late submission of coursework

16.25 Deadlines for the submission of coursework which is to be formally assessed will be published in course documentation, and work which is submitted later than the deadline will be subject to penalty as set out below. Where the work in question is a dissertation or other independent work for which, in order to qualify for the degree, a minimum grade is prescribed, the penalty will be discounted for the purpose of determining whether that prescription has been met.

16.26 Except as modified by §16.27 - §16.28, the primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

- (a) in respect of work submitted not more than five working days after the deadline:
 - (i) the work will be assessed in the usual way;
 - (ii) the primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late.
- (b) work submitted more than five working days after the deadline will be awarded Grade H.

16.27 Penalties for late submission of coursework will not be imposed if good cause is established for the late submission in terms of the definitions and procedures set out in §16.45 - §16.53.

16.28 Without prejudice to the regulations governing good cause for late submission of coursework set out in §16.45 - §16.53, a candidate who is unable to submit coursework by the published deadline, or who anticipates being unable to so submit, may apply for a deferral of the deadline, or exemption from the penalties set out in §16.26 (a). Any such application will be subject to the following constraints.

- (a) The application will be submitted to, and considered by, the person (normally the course convener) identified in course documentation as responsible for coursework assessment.
- (b) The outcome of the application will be determined at the discretion of the person responsible for coursework assessment who will require to be satisfied that the candidate submitting the application has been prevented by circumstances beyond his or her control from submitting the relevant work on time.
- (c) Deferral of the submission deadline, or exemption from a late penalty, will be commensurate with the duration of the circumstances causing the late submission, and will be subject to a limit of three days.
- (d) Where the application is not submitted until after the deadline for submission of the work itself, relief from a late penalty will normally be granted only where the circumstances preventing the candidate from submitting work on time have also prevented application for a deferral of the deadline for submission.