The following regulations in the Code of Assessment were confirmed by Senate in December 2009 for full implementation in 2010-11:

**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.

However, an issue regarding the process for considering requests for exemptions from penalties/coursework extensions of more than three days has been drawn to the attention of the Clerk of Senate. As stated in regulation 16.27, exemptions from standard penalties can be granted in terms of the regulations on incomplete assessment and good cause. A potential difficulty has been identified arising from the fact that in applying the ‘good cause provisions’ of the Code of Assessment, the judgement on good cause is provisional until it is ratified by the Board of Examiners. In practice this would mean that by only provisionally allowing extensions due to good cause, students will be placed in a position of uncertainty, not knowing whether penalties will be applied until after the Board of Examiners has met.

It is proposed that regulations should be revised to allow decisions regarding coursework extensions (and suspension of late penalties) to be final at the point when the extension is
granted. It is however proposed that the distinction between short extensions and those of more 3 days should be retained.

ASC is therefore invited to consider the proposed revision to 16.45 – 16.53 – *Incomplete assessment and good cause.* (See Appendix 1).

ASC is also invited to consider whether the shift in allowing judgements of good cause to be made by Heads of School (formerly Heads of Department) in consultation with the relevant Assessment Officer, should also be applied in other instances, for example where students submit good cause claims in advance of an examination in order to request an approved absence from an examination.

Finally, ASC is invited to note the proposed changes in 16.46 which refer to the principle agreed at the previous meeting that claims of good cause could not be retracted after an assessment result was available.
Appendix 1

Proposed revision to 16.45 – 16.53

Incomplete Assessment resulting from Good Cause

Scope and definitions
16.45 For the purposes of §16.46 - §16.53 of these regulations:

(a) ‘Good cause’ shall mean illness or other adverse personal circumstances affecting a candidate and resulting in either:

(i) the candidate’s failure to

• attend an examination, or
• submit coursework at or by the due time¹, or
• otherwise satisfy the requirements of the scheme of assessment appropriate to his or her programme of studies; or,

(ii) the candidate’s performance in examination or other instrument of assessment being manifestly prejudiced.

A chronic medical condition shall not itself be considered a good cause although a short-term exacerbation of such a condition might be so judged.

(b) ‘Evidence’ shall mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the candidate for consideration as amounting to good cause. Such a report should include a supporting statement from an ‘appropriate person’ as defined in the University’s Student Absence Policy². Where the report refers to a medical condition of more than five days’ duration the report must be completed by an appropriate medical practitioner.

(c) The events described in paragraphs (i) and (ii) of paragraph (a) of this regulation shall constitute incomplete assessment.

Procedure
16.46 Where an incomplete assessment may be the result of good cause, it shall be the responsibility of the candidate concerned to make the circumstances known to the Head of the Department/School responsible for the assessment, and to provide appropriate evidence³. Notification later than one week after the examination, or after the date at which submission of the work for assessment was due, shall not be taken into account unless circumstances have prevented the candidate from notifying the Head of Department/School within this time. A candidate may not retract a claim of good cause more than one week after the examination or the date at which submission of work for assessment was due, nor after the date of publication of the results of the assessment, whichever date was earlier.

16.47 The primary responsibility for determining such claims of good cause shall lie with the appropriate Board of Examiners. However, in the event of a meeting of the Board of Examiners not being anticipated until some significant time after the examination or submission date missed by the candidate claiming good cause, the Head of Department/School shall determine the outcome of a claim of good cause subject in consultation with the relevant Assessment Officer. Any such decisions shall be reported to confirmation by the Board of Examiners at a later date the next available meeting. Although the Board of Examiners may pass comment on such decisions, it may not overturn a decision where this would cause detriment to the candidate.

16.48 In considering claims of good cause:

(a) the evidence provided by the candidate claiming good cause, and any relevant and available material submitted by him or her for assessment shall be scrutinised;

(b) fairness to the individual candidate claiming good cause must be balanced with fairness to other candidates and the integrity of the assessment as a whole;

(c) in the event of the candidate having failed to attend an examination or examinations, or having failed to submit course material or other work for assessment at or by the due time, it shall be determined whether the failure to attend or submit has been justified by good cause;

¹ §16.26 sets out penalties for late submission of coursework; these will not be applied in the event of good cause being demonstrated. In the event of coursework being submitted not more than three days late as a result of circumstances beyond the control of the candidate, the candidate may apply for exemption from these penalties - see §16.28. If a candidate is so permitted to defer submission of coursework, the ‘due time’ hereafter in these regulations will be the later time permitted.

² The Student Absence Policy is available online.

³ In accordance with the Student Absence Policy, the Head of Registry should be informed, and the evidence submitted, via WebSURF.
Appendix 1

(d) in the event of the candidate having submitted work for assessment by examination or otherwise, it shall be determined whether such work has been manifestly prejudiced by good cause. If such prejudice is established the work affected shall normally be deemed not to have been submitted.

Outcomes

16.49 Where it is determined that the evidence presented does not support the candidate’s claim that he or she was prevented by good cause from attending an examination or submitting work for assessment on or by the due time, the candidate shall be awarded Grade H or equivalent for the assessment or assessments in question. Where it is determined that the evidence presented does not support the candidate’s claim that his or her performance in assessment was manifestly prejudiced by good cause, his or her work shall be assessed as though no claim of good cause had been received. The candidate’s grade for the course as a whole shall, subject to §16.40 - §16.44, be calculated accordingly.

16.50 In the event of incomplete assessment arising from good cause being established the candidate shall, subject to §16.52 below, normally be expected to complete his or her assessment by attending the examination at a subsequent diet, or submitting outstanding work for assessment, if an opportunity to do so occurs within his or her period of study. In considering whether this requirement should apply, the desirability of the candidate’s assessment being conducted in full should be balanced with the practical considerations and financial costs to the candidate and the University of providing a later completion date. Consideration should also be given to the candidate’s other assessment commitments to ensure that he or she is not unreasonably burdened. In order to permit such completion:

(a) a special sitting of an examination may be arranged, or the candidate shall be required to attend for examination at a scheduled diet; and/or,

(b) a date for completion of non-examination assessment shall be set;

as appropriate in the circumstances. In any such event, that sitting or submission shall be regarded as the candidate’s first attempt if the examination or assessment missed would itself have been his or her first attempt.

16.51 If the outstanding work in respect of which good cause is established is identified in regulations as a requirement for the award of a degree this work must be submitted for the candidate to qualify for the award of that degree.

16.52 In respect of work for assessment not excluded by §16.51, where it is determined that the evidence presented supports the candidate’s claim that he or she was prevented by good cause from completing that work on or by the due time, and where no means of substituting an alternative assessment may be found, the following regulations shall apply:

(a) The extent to which the candidate’s assessment has been completed shall be determined as a percentage, taking into account the relative weights attributed to the components of a complete assessment as published in the relevant assessment scheme approved by the Senate. The extent of such completion at sub-honours levels shall be determined on a course by course basis; at honours, the extent of completion of assessment shall be determined across the wholehonours assessment.

(b) The Board of Examiners shall make an overall judgement of the candidate’s work submitted for assessment, using as far as possible the standards and criteria applied in respect of the work of other candidates.

(c) Where the candidate has completed 75% or more of the work required for assessment, the Board of Examiners shall recommend an award or other outcome on the basis of the work completed.

(d) In respect of honours assessment,

(i) where the candidate has completed at least 30% but less than 75% of the work required for assessment, an unclassified honours degree may be recommended if the completed portion is of honours standard, or, if the completed portion is not of honours standard, no award shall be made and the candidate will be regarded as not having been presented for honours assessment;

(ii) where the candidate has completed less than 30% of the work required for assessment he or she will be regarded as not having been presented for honours assessment.

(e) In respect of non-honours assessment, where the candidate has completed less than 75% of the work required for assessment he or she will be regarded as not having taken the course.

16.53 Where the Board of Examiners decides to recommend an unclassified honours degree or to make no award, this outcome shall be communicated to the Clerk of Senate together with a reasoned case for the decision. If the candidate has been recommended for the award of an unclassified honours degree, and has not previously refused such an offer, the Clerk of Senate shall invite him or her to accept that award. In the event of the award being declined, the candidate shall be regarded as not having been presented for honours assessment.