

Late Submission Policy for Coursework Assessment on Undergraduate and Postgraduate Master's Level Programmes

Department of Computing
Imperial College London

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Summary

This document outlines the department's policy in respect of the penalties to be imposed for the late submission of assessed coursework.

1 College Policy

This policy incorporates the college document: *Policy on Late Submission of Assessment on Undergraduate and Postgraduate Master's Level Programmes*. The following parts of that policy are reproduced here for emphasis.

1.1 Submission of Coursework

All students must submit coursework assessment by the published deadline (date and time) in accordance with the requirements for each programme of study.

1.2 Definition of Late Submission

Any piece of assessed work which is submitted beyond the published deadline (date and time).

1.3 Penalty for Late Submission

Departments will implement the following penalties for coursework submitted late. Work submitted up to one (1) day after the assessment deadline (date and time) will be marked but *capped at the passmark*. Work submitted more than one (1) day late will not be accepted as a valid attempt and *a mark of zero will be recorded*.

| Time of Late Submission | Mark Awarded |
|---------------------------------------|---------------------|
| Up to 24 hours after the deadline | Capped at pass mark |
| More than 24 hours after the deadline | Zero |

2 Application of the College Policy by the Department

The penalties for late coursework submission in the college policy will be applied automatically by the CATE system.

Even if you believe you have a valid mitigating circumstance and intend to submit the completed work late, you *must* (in all but exceptional cases) still submit what you have on time. This is to allow for a proper evaluation of your need for an extension. In the case of electronic submission, students are encouraged to submit early and often.

Where possible, late submissions receiving a mark of zero will still be graded, for formative feedback.

2.1 Correspondence Regarding Late Coursework Submissions

All correspondence regarding late coursework submissions should be directed to year coordinators, the Senior Tutor (in the case of undergraduates), or the Director of Taught Postgraduate Studies (in the case of MSc and MRes students). In particular, course lecturers have no responsibility for, or ability to change a late submission penalty.

2.2 Exceptions to the Default Late Submission Penalty

The following is a list of circumstances in which the default penalty may be amended. This list is intended to be illustrative and not exhaustive:

- i) There are legitimate mitigating circumstances which have been declared by the student in writing (see 2.4 and 2.3 below);
- ii) If one member of a group has submitted work late which impacts on the rest of the group through no fault of their own.

In such cases, it is left to the discretion of the Senior Tutor or Course Director/Organiser to determine whether the appropriate action is to extend the deadline, to apply a reduced penalty, or to excuse the student from this assessment.

A record of all late coursework submissions and the penalties applied will be kept by the Department and will be made available to Registry and the department's Board of Examiners. Where the default penalty has been amended reasons for the amendment will also be recorded.

2.3 Declaring Mitigating Circumstances

Students should declare any mitigating circumstances to the Senior Tutor (in the case of undergraduates), the Director of Taught Postgraduate Studies (in the case of MSc and MRes students), or their Year Coordinator at the earliest opportunity. All mitigating circumstances must be declared in writing by submitting the relevant mitigating circumstances form. Mitigating circumstances forms can be downloaded from the college website at the following url:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment>

2.4 Legitimacy of Mitigating Circumstances

Mitigating circumstances must be independently corroborated and be of sufficient severity to have affected the student's ability to meet the deadline, for example, serious illness or family bereavement.

The following is a list of circumstances which are *not* considered to be severe enough to count as mitigating circumstances. This list is intended to be illustrative and not exhaustive:

- poor time management;
- finding the work hard;
- forgotten deadlines;
- attending club/society or social events;
- undertaking or attending competitions (except by prior arrangement with the department);
- attending conferences (except by prior arrangement with the department);
- attending job interviews;
- travel to/from home;
- holidays;

In the case of an illness or medical emergency, students are advised to contact the department as soon as possible. If the illness last for more than 5 working days then the student should visit the Health Centre, who offer various walk-in clinics as well as standard appointments (<http://www.imperialcollegehealthcentre.co.uk/>), or their local GP in order to obtain a medical certificate from their doctor.

2.5 Additional Notes/Clarifications

1. Before any late coursework submission is accepted or extension is granted, the course lecturer/organiser will be consulted to ensure that late grading of the work is actually possible (for example, that sample answers have not already been released, or that guest lecturers are still in the department). In the case that late grading of the work is not possible, additional options may be considered at the discretion of the Senior Tutor or Course Director/Organiser.
2. Coursework submissions received over two weeks late will only be marked, for formative feedback, at the discretion of the Senior Tutor or Course Director/Organiser.
3. For group exercises the lead submission will be taken as the submission for the whole group. Group members are required to submit a signature for a piece of group work, and this is a condition for receiving a mark. However, a signature is not considered as a submission itself and is not subject to this policy. Students should aim to submit signatures for group exercises in a timely fashion, but will not incur a penalty if they sign after the exercise deadline.
4. For group exercises, extensions/late submissions will be considered/authorised for the group as a whole and not individually. This will be taken into account when considering the legitimacy of mitigating circumstances.

This policy will take effect from October 2017.