

Late Submission of Coursework; Frequently Asked Questions

1. I have submitted my assessment up to 59 minutes and 59 seconds late after the deadline, what will my late submission penalty be?

Your marked grade will be reduced by 5 percent of the total percentage available for the assessment (ie. 100%) for example 65% becomes 60%.

If your assessment was judged to be a pass based on quality of work but in the 40-44 (UG) or 50-54 (PGT) boundary, your marked grade will be reduced to the minimum pass mark e.g. 40% for UG, 50% for PGT.

2. I am submitting my piece of coursework between 1 hour and up to 2 weeks late, what will my late submission penalty be?

Your work will be capped at the pass mark for the assessment (40% for UG, 50% for PGT).

3. I have had an extension agreed to my submission deadline, does the same penalty apply?

Yes – exactly the same for students submitting at the original deadline time (FAQ 1).

4. I am submitting a deferred piece of work, does the same penalty apply?

Yes – exactly the same for students submitting at the original deadline time (FAQ 1)

5. I am submitting a referred piece of work, does the same penalty apply?

No – if a referred piece of work is submitted late you will automatically be capped at a zero as soon as the deadline has passed

6. Is the mark that I can see in the online submission system my final capped mark?

This will be advised to you locally. If you are unsure of this, please speak to your [Info Point](#) Please note that there may be some delay in the new capping procedure being applied to your mark. In all cases the mark released to you in early February (provisional marks) and June (final marks) will show your capped mark.

7. Where do I find further information about Late Submission of Coursework?

Please see the TQA guidance on Later Submission of Coursework which can be found [here](#).

8. Why will assessments judged to be under the pass mark *not* receive the 5% penalty?

This would unfairly penalise students who submit failed work *within* the hour after the deadline, compared to those who submit failed work after this time.

Example: a student submitting work at 58 minutes past the deadline gets 37%. If the penalty applied, they would receive 32%, but if they submitted at 62 minutes past the deadline, they would receive 37%.