

Penalties for late submission (*excluding Postgraduate Flexible programmes*)

Standard penalty

The Support Centres will apply the following penalties for work submitted late:

- where the piece of work is submitted after the original deadline (or any formally agreed extension to the deadline): 10% of the total marks available for that piece of work will be deducted from the mark for each working day¹ (or part thereof) following the deadline up to a total of five working days;
- where the piece of work is submitted more than five working days after the original deadline (or any formally agreed extension to the deadline): a mark of zero will be recorded.

In the case of a single piece of coursework that has a credit-weighting of **more than 30 credits²**, the normal penalties will apply except that, when the piece of work is submitted up to five working days after the deadline, the mark awarded due to the imposition of the penalty shall not fall below the threshold pass mark, namely 40% in the case of modules at Levels 4-6 (undergraduate modules for Parts 1-3) and 50% in the case of Level 7 modules offered as part of an Integrated Masters or taught postgraduate degree programme. Where the piece of work is awarded a mark below the threshold pass mark and is submitted up to five working days after the deadline, no penalty shall be imposed.

In all cases, where a piece of work is submitted more than five working days after the original deadline (or any formally agreed extension to the deadline), a mark of zero will be

- The variation is allowed in respect of relatively minor pieces of work (which contribute not more than about 10% of the assessment of the module)
- The variation is clearly specified, with the work, its deadline etc.
- This variation is approved at the School level by the Director of Teaching and Learning / Board of Studies / Teaching committee
- The variation is justified for good pedagogic reason: it is envisaged that variants would be permitted in a limited range of circumstances, such as:
 - o Where a short period of time is given to do work, so as to allow rapid learning and feedback
 - o Where coursework is made up of multiple very small pieces, where missing a deadline for one piece of work would have an insignificant impact, or where the mark is based on the best of a subset of the submissions.

Students are informed in the

that it is advisable to submit work in an unfinished state rather than to fail to submit any work.

Special provisions relating to the submission of coursework for exhibitions in the Department of Fine Art and the Department of Typography and Graphic Communication have been approved by the University Board for Teaching and Learning.

Fine Art: in respect of modules FA3FS1 and FA3FS2:

Students who have started but not completed their exhibition be allowed to finish under staff supervision until 12 noon on the next scheduled working day, with a loss of 10% of the marks available for the module examined.

Students who fail to submit an exhibition will be given 0% and be allowed the opportunity to resit at the next opportunity, in accordance with the University regulations.

Typography:

The department will apply a mark reduction scheme in mitigation of lateness up to eight hours.

Resubmission of previously submitted work

A student will not normally be allowed to submit amended coursework after the deadline when they have already submitted before the deadline, unless this has been permitted as part of the exceptional circumstances procedures. In other cases, the School Director of

The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Work submitted late without an extension

Any coursework which is submitted late and without an authorised extension, or is submitted later than any granted extension, shall receive feedback even if a mark of zero is returned. However, this type of coursework will not fall within the requirements for feedback and marks to be provided within 15 working days. The deadline by which feedback should be provided to the student shall be agreed by the module convenor and the SDTL.

The student(s) should be advised of the amended date for feedback as soon as reasonably possible.

Version

Annex 1 - Addi

	Penalty	Marks deducted	Marks for assignment
	0%	0	68
11am on Tuesday			
2pm on Tuesday	20%	20	48
	30%	30	capped at 40
	40%		capped at 40
	50%	50	capped at 40

Where a student is studying modules at a partner institution as part of their University of Reading award, such as study abroad programmes or embedded modules studying at the partner, local regulations at the partner will apply for those partner delivered modules.