



## **Assignment submission policy**

<b>Implementation date:</b>	<b>20 September 2016</b>
<b>Date of next review:</b>	<b>September 2017</b>
<b>Related policies:</b>	<b>Assignment submission policy</b>
<b>Policy history:</b>	<b>Policy last reviewed in June 2015</b>

## **1. Introduction**

Students should be given clear and full information at the outset of the programme on the nature, timing and general criteria of assessment and the need to plan effectively and manage their own learning appropriately.

## **2. Aims**

To provide a transparent and equitable procedure for students to submit work for assessment, that takes account of individual student learning needs.

## **3. Objectives**

- To ensure that students know where and how to submit assignments for assessment.
- To ensure that students know how to request an extension for submission or to claim extenuating circumstances
- To outline procedures for handling referred work and draft submission deadlines
- To outline the consequences of plagiarizing work

## **4. Definitions**

AE: Assignment Extension – the form a student uses to request a longer extension or extenuating circumstances (longer than 7 days).

## **5. Responsibilities**

- Students are responsible for submitting delayed assignments within 7 days of the original assignment submission deadline.
- Lecturers are responsible for enforcing this procedure.
- Heads of departments are responsible for approving all requests for longer extensions, extenuating circumstances.
- Students are responsible for keeping a copy of any assignments submitted, with the exception of creative and practical assignments.
- Students are responsible for submitting both hard copies and softcopies (hard copies must be submitted before 4.30 pm on or before the last day and soft copies are accepted till 11.59 pm on the last date)

## **6. Monitoring process**

- The Assessment Board is responsible for monitoring the application of these procedures.

## **7. Procedure at IBA**

- All student assignments must be submitted by the deadline specified on the assessment schedule and assignment brief. Any assignments submitted after the deadline without an AE will not be marked and the student will be deemed to have failed the assignment. It will be the assessment board's decision as to whether the student will be given a different assignment to complete at a later date to enable all of the outcomes to be covered. However final grade will be capped to PASS only.
- If a student fails to meet the submission deadline, they must submit to the Examination Officer an Assignment Extension (form AE) by the deadline date and time. This will automatically give the student an extension of up to 7 working days. If a student fails to submit by the AE deadline then their assignment will not be marked and they will be deemed to have failed the assignment.
- Where a student is unable to submit an AE by the stated deadlines due to serious illness or hospitalisation, such extenuating circumstances will be taken into consideration by the head of department. In such cases the student will be required to provide evidence of the circumstances.
- If a student fails to meet all pass criteria on an assignment, they will be allowed a maximum of 2 referral opportunities, except where the failure is as a result of late submission or where the awarding body requirements specify less than 2 referral opportunities. If a student fails to meet the pass criteria after a second referral, he/she will fail the assignment.

- All students MUST keep a copy of any written assignment submitted.
- All students MUST accurately reference all source material in assignments.
- All students must sign a statement of academic authenticity when submitting assignments. This states that the work is their own and that it has not been copied from any other source e.g. internet, book, another student or group of students.

***Students will fail assignments if:***

They fail to submit on or before the deadline;

They fail to meet the pass criteria;

They fail to meet the pass criteria after two referral attempts;

They fail to submit by the agreed deadline without submitting an AE;

They fail to submit by the AE deadline;

They have broken the 'plagiarism' rules