

## Section 6: Programme-related matters

# Penalties for late submission (excluding Postgraduate Flexible programmes)

*This policy applies to all taught programmes except Postgraduate Flexible programmes. Penalties for late submission and the associated procedures which apply to Postgraduate Flexible programmes are specified in the policy 'Penalties for late submission for 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 day<sup>1</sup> (or part thereof) following the deadline up to a total of three working days<sup>2</sup>;
- 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 (i.e. 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 prior to any penalty being imposed, and is submitted up to three working days after the original deadline (or any formally agreed extension to the deadline), no penalty shall be imposed;
- where the piece of work is submitted more than three working days after the original deadline (or any formally agreed extension to the deadline): a mark of zero will be recorded.

#### *Assessments marked Pass/Fail*

- where the piece of work is submitted within three working days of the deadline (or any formally agreed extension of the deadline): no penalty will be applied;
- where the piece of work is submitted more than three working days after the original deadline (or any formally agreed extension of the deadline): a grade of Fail will be awarded

Where the work submitted late is a piece of groupwork submitted on behalf of the whole group, the penalty will apply to all members of the group. Individual contributions to groupwork submitted separately by each member will be subject to a late penalty only for the individual contributions that are late.

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<sup>1</sup> See Annex 1

<sup>2</sup> The late penalty period was set to three days for the 2024/25 session onwards. However, it also applies to work set in 2023/24 but submitted in 2024/25

**Within the terms of this policy only the School Director of Teaching and Learning can waive a late submission penalty, and only in exceptional circumstances.**

### **Variant from standard penalty**

A variant from the standard penalty may be permissible where there is good reason, provided that:

- The only permissible variant be a mark of 0% for the piece of work submitted late
- 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 and the Board of Studies and Student Experience
- The variation is justified for good pedagogic reason: it is envisaged that variants would be permitted in a limited range of circumstances, such as:
  - Where a short period of time is given to do work, so as to allow rapid learning and feedback
  - 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 *Guide to Undergraduate Assessment/Guide to Assessment for Taught Postgraduate Students* 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 Art and the Department of Typography and Graphic Communication have been approved by the University Board for Teaching and Learning.

Art and Typography exhibition modules (FA1ART, FA2ART, FA2IART, FA3ART, FAMCAP, and TTG3PP)

Exhibitions in Fine Art and Typography are subject to an absolute deadline. There is no opportunity to continue working on the exhibition after the deadline, and the exhibition will be assessed as it stands at the deadline.

## **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 Teaching and Learning can allow such resubmissions only if the wrong work was submitted prior to the deadline, such as work for a different assessment. In such cases the usual late penalty will apply to the resubmitted work. It is a student's responsibility to ensure that they submit the correct and complete version of their work by the stated deadline.

## **Provision of Feedback**

### **Work submitted late with an extension**

Any coursework which is granted an extended deadline through the Exceptional Circumstances process will normally be given feedback and marks within a 15-working day period to run from the amended submission date. Any variation from this will require a case for an exemption to be made by the module convenor to the School Director of Teaching and Learning (SDTL).

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	Keeper	Reviewed	Approved by	Approval Date	Effective From	Next review
1	AGS	Every year	UBTL	23/05/2014		
2			UBTL	15/10/2014		
3			UBTL	03/11/2014		
4			UBTL	07/12/2015		
5			UBTLSE	09/07/2019	immediately	
6			UBTLSE	26/02/2020	immediately	
7			UBTLSE	14/09/2021	immediately	
8		3 years	UBTLSE	12/03/2024	2024/25 academic session	March 2027

# Annex 1 - Additional guidance for staff and students

## Definition of 'Working Day'

For the purposes of this policy, a working day will be defined as a 24-hour period excluding Saturday and Sunday. This definition will apply to all students, regardless of location. Public holidays and University closure days will not be considered working days. Please see further guidance below 'A Note on Holiday and Closure Days'.

## Deadlines for submission

Schools and Programme Areas will give full consideration to the timing of deadlines. Deadlines should specify a date, time and time zone; for example, Wednesday 4 December 2024 at 12 noon (UK time). A deadline normally should fall on a working day between 10.00am and 4.00pm and should not fall within the three working days preceding or two working days succeeding a public holiday or University closure day (and for coursework that is eligible for self-certification, the deadline should not fall within the five working days preceding a University closure period of two or more weekdays). (For the dates of the University closure days, please refer to [University closure days](#).) If an amended deadline is issued, owing to a systems failure, the amended deadline may fall within this normally prohibited period (i.e. if the original deadline is disrupted by a systems failure the amended deadline may be set within the three days preceding or two days succeeding a public holiday or University closure day).

## Table summarising penalties for late submission<sup>3</sup>

Submission	Penalty	Marks deducted (if marked out of 100)	Marks deducted if marked out of 50)
<b>Up to one working day after the deadline (i.e. from the deadline until the same time on the next working day)</b>	10%	10	5
<b>Up to two working days after the deadline (i.e. until the same time two working days after the deadline)</b>	20%	20	10
<b>Up to three working days after the deadline (i.e. until the same time three working days after the deadline)</b>	30%	30	15
<b>More than three working days after the deadline</b>	Mark of 0	Mark of 0	Mark of 0

<sup>3</sup> As noted previously, where a single piece of (passing) coursework is submitted up to three 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 (i.e. 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 prior to any penalty being imposed and is submitted up to three working days after the deadline, no penalty shall be imposed.

## Worked examples

### Example 1 – Standard penalties for coursework of a passing standard

A piece of coursework contributing 25% of a Part 3 20-credit module. Deadline for submission is Thursday at 12 noon. No public holidays or closure days fall during the week or during the following week. The piece of work is marked out of 100 and has been marked as 64. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Marks for assignment
<b>On time (before Thursday at 12 noon)</b>	0%	0	64
<b>11am on Friday</b>	10%	10	54
<b>2pm on Friday</b>	20%	20	44
<b>1pm on Monday</b>	30%	30	capped at 40
<b>After 12 noon on Tuesday</b>	Mark of 0	Mark of 0	0

### Example 2 – Standard penalties for coursework not of a passing standard

A piece of coursework contributing 25% of a Part 3 20-credit module. Deadline for submission is Tuesday at 12 noon. No public holidays or closure days fall during the week. The piece of work is marked out of 100 and has been marked as 37. If it is submitted at the following times, the penalties would work as follows:

Submission	Penalty	Marks deducted	Marks for assignment
<b>On time (before Tuesday at 12 noon)</b>	0%	0	37
<b>1pm on Tuesday</b>	0%	0	37
<b>1pm on Thursday</b>	0%	0	37
<b>After 12 noon on Friday</b>	Mark of 0	Mark of 0	0

## A Note on Holiday and Closure Days

Students will be subject to the public/national holidays where their programme is registered. In the majority of cases this will be either the University's UK Campuses (Whiteknights, Greenlands and London Road) or the Malaysia Campus. The following partnership programmes will operate in line with local public holidays which will be identified annually on the Blackboard site for the relevant programmes;

- MSc Informatics - Beijing Institute of Technology, China
- BA Accounting - Beijing Institute of Technology, China
- MA English Language Education - Guangdong University of Foreign Studies, China
- MSc Management Information Systems - University of Ghana
- Educational Doctorate - Vietnam National University

Students should contact their Programme Director if further clarification is required.

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.

For UK campuses, the University is normally closed on the 8 Public Holidays for England and Wales (New Year's Day, Good Friday, Easter Monday, May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day). It is also normally closed for a small number of additional days during the year, referred to as 'closure days', usually around the Christmas and Easter public holidays. Further details can be found at: [www.reading.ac.uk/essentials/The-Important-Stuff/key-dates](http://www.reading.ac.uk/essentials/The-Important-Stuff/key-dates).

For the Malaysia Campus, the UoRM will be operating local Public Holidays and closure days. Please contact the UoRM team ([my.enquiry@reading.edu.my](mailto:my.enquiry@reading.edu.my)) for details.