

# DEGREE STUDIES AT WEST SUFFOLK COLLEGE

## SUBMISSION OF WORK GUIDELINES

**Purpose** To provide guidance on the understanding the rules governing submission of coursework.

**Scope** All Degree Studies students on UEA and Pearson courses.

### Online Submission

1. To find out the method (paper/online) for submitting your assessment, go to the Assessment Submission tab in your ATS account.
2. You will be able to submit coursework electronically using the link from your Moodle module page.
3. Late assessments must also be submitted electronically.
4. Work uploaded after 12 noon on the deadline day will incur a late penalty unless you have an approved extension.
5. Remember to give yourself time in case you encounter any computer problems.

### Paper submission (hardcopy)

6. Paper submissions are hardcopies of your coursework usually handed into your Course Leader. Most work is submitted online, your Course Leader will indicate which assignments they will accept as hard copy.
7. The deadline for paper submission is still 12 noon on the deadline day, so if you are submitting work after the original deadline (e.g. if you have an approved extension), hand in your coursework directly to your Course Leader.
8. Paper submissions require a coversheet, which can be downloaded from Moodle; information must be completed on this to identify that it is your coursework (student number, module, assessment title) without including your name.
9. If you have an SpLD (Specific Learning Difficulty) and are submitting paper coursework, the Personal Support Tutor can assist you with this.

### Work is submitted anonymously

10. All written coursework, project reports and dissertations with summative components should be identified by student number and not by name.

### Word limits

11. The word count should be written on the coversheet. The word count includes: footnotes/endnotes, references (in the main text), tables, illustrations, and if applicable the

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abstract, title page and contents page. Material in the appendix, bibliography or reference list is not included.

12. Penalties are only applied when the word limit is exceeded by more than 10%.

13. The marker flags any assessments they feel have exceeded the word limit to the Associate Dean Student Experience. We then investigate the work and take any relevant action. The usual penalty is a deduction of 10 marks off the original mark.

## Extensions and Penalties for Late Submission

14. If you have a valid reason for needing an extension, you can submit an Extenuating Circumstances request on the Extenuating Circumstances Form to the Degree Studies Office before 12 noon on the day of the deadline.

## Self-certified extension

15. You are permitted 2 self-certified extension requests per 'academic year', for 3 working days each. This means you do not need to submit evidence, but you must detail the circumstances. Requests must be submitted to the Degree Studies office via [degreestudies@wsc.ac.uk](mailto:degreestudies@wsc.ac.uk) before 12 noon on the date of the deadline.

## Penalties

16. If you submit a piece of late coursework without a valid reason, a late penalty could be applied. The following table details the penalties for late submission:

Work submitted (after deadline and...)	Marks deducted
Up to 24 hours	10 marks
Up to 72 hours	20 marks
More than 72 hours	All marks deducted
More than 20 days	All marks deducted and work not marked

17. You can file an academic appeal for reconsideration if your request for an extension to a deadline has been denied. However, penalties are not open to appeal. Please read the Academic Appeals Procedure if you are considering this.

## Marks and Feedback

18. Feedback can be generic or specific and usually addresses the learning outcomes of the assignment.

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19. Degree Studies at West Suffolk College aims to return coursework and feedback to students no later than 20 working days after the published deadline for submission.

20. Provisional marks are published on your ATS page. Marks are only finalised during the final Boards and it is a good idea for you to retain your summative coursework throughout your course in case the Board of Examiners needs this to make a decision.

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