

# Assessment Code of Practice

Academic Governance Approval

Academic Quality and Standards Committee (AQSC)

Academic Sponsor

Pro Vice-Chancellor (Education and Students)

Professional Services Owner

Assistant Registrar (Quality, Assessment and Partnerships)

Assistant Registrar (Student Records, Operations and Returns)

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# 1. Assessment Submission

## **Assessment Submission**

Submission deadlines for each assessment component are detailed in the Module Specification for the relevant module. Changes to module specifications must be approved as outlined in the Programme Design and Development Code of Practice.

Assessments must be submitted by the deadline.

### Late Submission

Assessments that are submitted within 5 working days of the deadline must be marked as normal (to ensure students receive proper feedback) however the mark must be capped at 40%.

Where an assessment is submitted within 5 working days of the deadline the Academic responsible for marking should update the assessment status in Quercus to "late – capped at 40" and enter a gross mark of "40". The uncapped mark should be added as a note on the assessment (e.g. "uncapped mark = 67%").

Assessments that are submitted more than 5 working days after the deadline should not be marked and will be treated as a non-submission.

### Non-Submission

Assessments that are not submitted will receive a mark of 0%.

Where an assessment is not submitted the Academic responsible for marking should update the assessment status in Quercus to "Out of time 0 (zero) marks" and enter a gross mark of "0".

## **Exceptional Circumstances**

Where there are exceptional circumstances, students can submit a request for an extension (coursework only) or a deferral.

### Extensions

Extensions can only be approved for coursework assessments.

Where an extension is approved the assessment submission will be extended by 10 working days. The extension does not change the University's policy regarding late-submission and non-submission (above).

Coursework submitted by an approved extension deadline will be marked as normal and is therefore uncapped.

### Deferrals

Deferrals can be approved for any assessment (exams, coursework and practical assessments).

Deferrals will be approved for coursework, only where the circumstances are likely to extend beyond 10 working days.

Where a deferral is approved the assessment will be delayed until the relevant deferral deadline, as set in the Academic Calendar.

Deferred assessments will be marked as normal and are therefore uncapped.

#### Definition of Exceptional Circumstances

Exceptional circumstances are defined as circumstances which are:

- Unavoidable – the circumstances are beyond the student's control
- Unforeseen – the circumstances arose suddenly and could not have been predicted
- Serious – the circumstances are having a significant impact on the student's learning experience

Applications for extensions and deferrals will only be approved where it is demonstrated that the circumstances meet all three criteria.

Examples of exceptional circumstances may include;

- Serious short-term illness or injury, usually requiring medical attention from a GP or other doctor
- Temporary, acute worsening of a long-term disability, including mental health condition
- Death of a close relative/friend
- Victim of serious crime
- Participation in national/international sporting or cultural events

Examples of circumstances which are not considered exceptional may include;

- Minor illnesses
- Unawareness of assessment dates and deadlines
- Transport difficulties
- Holidays

#### Documentary evidence

Applications for extensions and deferrals will only be approved where independent documentary evidence is provided. The exact type of evidence will vary depending on the circumstances.

Examples of acceptable independent documentary evidence may include;

- A medical certificate authorised by a GMC registered doctor
- A hospital admission report or appointment letter
- A birth certificate, or death certificate issued by an official Registrar
- A letter from a BACP accredited therapist
- A police crime report and incident number

### Process for requesting and approving extensions and deferrals

Requests for extensions or deferrals must be made through the Student portal. Requests must be made by the student and must be submitted before the assessment deadline. Requests that are submitted after the assessment deadline will be rejected.

Documentary evidence must be submitted via email to [extensions@rau.ac.uk](mailto:extensions@rau.ac.uk) within 10-working days of submitting the request. Where documentary evidence is not provided within 10-working days the request will be rejected.

Requests will be considered against the criteria for exceptional circumstances (above). Where there is clear precedent for a request to be accepted or rejected then the decision will be made by an Officer in the Academic Services team. Where there is no clear precedent, or the circumstances of a case are more complex, the case will be reviewed and a judgement will be made by the Director of Academic Services.

Where an extension request is approved, Academic Services will update the assessment status in Quercus to "Extension" and add a note on the assessment. Academic Services will communicate the outcome to the student and module leader.

Where a deferral request is approved, Academic Services will update the assessment status in Quercus to "deferred" and add a note on the assessment. Academic Services will communicate the outcome to the student and module leader.

Where an extension or deferral request is rejected, Academic Services will add a note to the main student record. Academic Services will communicate the outcome to the student and module leader.

Where a request for an extension or deferral cannot yet be considered, as the documentary evidence has not yet been submitted, the academic responsible for marking the assessment should mark the assessment as normal, under the College's policy for late-submission or non-submission as appropriate. If an extension or deferral is subsequently approved this will be updated by Academic Services.

Decisions made regarding exceptional circumstances are final. This does not affect a student's ability to submit an academic appeal following publication of their results.