

SCHOOL OF MEDICINE PROCESSES FOR SUBMISSION OF COURSEWORK

AND APPLICATION OF LATE PENALTIES

2023/24

1. Purpose of document

This document contextualises the School's UG and PGT processes for the submission of coursework and ensuring students are aware of the impact of non-compliance. It also indicates the agreed tolerances for late submission and the processes and the School's approach to informing students of their situation using Academic Alerts. It is designed to supplement the University's policy on [Coursework Penalties](#) and use of [Academic Alerts](#).

2. Scope of document

For the purposes of this document, "coursework" refers to any piece of work submitted for summative assessment in a non-examination setting which has an associated submission deadline and either a mark or grade associated with it. For example, this includes dissertations and essays but excludes practical exams (e.g. OSCEs, APEs) and timed written exams (e.g. MCQs, SWAs under exam conditions).

Summative assessment items that would otherwise be considered coursework but have no associated grade or mark (e.g. may be required engagement markers with no associated assessment weighting but are required markers of engagement in a portfolio of work) are dealt with separately at the end of this document.

3. Communication of deadlines to students

It is the responsibility of the coursework owner to ensure that the deadline for the task has been clearly communicated to the students in an appropriate manner and to ensure that the information conveyed to the students regarding the task is accurate. This may require liaison with the relevant Programme Directors, Module Controllers/Year Leads to ensure the information supplied to students is appropriate within module handbooks etc.

All assessment plans, including any work considered as coursework, should be approved via the relevant assessment team (i.e. the School of Medicine Assessment Team for BSc Hons and MSc programmes, and the Joint Assessment Board for ScotGEM).

4. Impact of late submission

As far as possible, the same penalty for late submission of coursework should apply across all coursework within a module and harmonise within a programme. The choice of penalty applied must align with those provided in the [Coursework Penalties](#) policy and be communicated appropriately to students alongside the deadline information referred to above.

Currently, the School default is to apply a penalty of 1 grade point per day, or part thereof, for coursework marked to the 20 point scale. For all other marking scales, the School default is to deduct 5% of the maximum available mark per day, or part thereof.

The School will not accept submissions that are received more than seven calendar days beyond either the original or any approved extended deadline. Such submissions will be marked with a 0 and may mean students are unable to complete the requirements for the module.

5. Process for dealing with extension requests

Student requests for extensions of up to 5 working days can be approved by the Module Controller(s). The Medical Assessment Team (medass@) must be informed of the decision to grant an extension so penalties are not erroneously applied. The [extension request forms](#) can be accessed on the School Handbook.

For extensions of longer than 5 working days, these must be approved via the Director of Teaching (medicaldot@).

University of St Andrews - School of Medicine Handbook

Extensions which mean a student's module or year grade cannot be reported in the normal cycle of results approvals must be dealt with as deferral requests which must be submitted via the Director of Teaching.

In all cases, students should be asked to make requests for extensions in a timely fashion (e.g. no later than 2 working days prior to the deadline) and be informed that we cannot guarantee that later requests would be accepted unless there is good reason.

Students should clearly indicate the length of extension being requested with specific reference to their individual circumstances and perceived impact on their ability to complete the work by the required deadline. Where available evidence should also be submitted. Guidance on the types of evidence that may be submitted is available in the University's policy on [Extenuating Circumstances](#).

If the request for an extension is based on flexible deadlines as part of a student's agreed support plan by the University's Disabilities Team then an extension should still be formally requested as per the guidance above. In such cases, the student's support plan will be referred to by the appropriate members of staff when making a decision.

Extension requests submitted post-deadline, or extension requests on already agreed extensions, may only be considered if there are exceptional new circumstances and evidence of this may be required. Late penalty points accumulated prior to requests may still apply, depending on the circumstances.

6. **Process for dealing with late submissions of coursework**

As soon as possible after the deadline, any students who have missed a coursework deadline should be issued with an Academic Alert for late submission via MMS. Issuing of alerts can be requested by emailing medicaldot@.

Students should be given four working days to reply to an Academic Alert for late submission, and students who do not comply will be referred to the Medical Support Team by the Director of Teaching for follow-up. The Academic Alert should also indicate that the School will not normally accept submissions later than 7 calendar days after the original submission deadline unless an extension is granted: All unapproved late submissions will continue to accrue penalties until this point, after which the piece of work will be graded with a 0 and may result in students being unable to meet the requirements for the module.

The Med Support Team email address (medsupport@) should be included as CC recipients of the alert.

When submitted, the student should be informed by the task-owner of the final sum of the penalty applied to their work (which can be confirmed via medass@) and signposted to the appeals process (see section 8).

7. **Late submission of unmarked/ungraded formative coursework items**

Where submission is a summative marker of compliance, rather than being graded or otherwise marked, the principles regarding clear expression of deadlines in section 3 above apply.

If a student is unable to achieve submission by these deadlines and requests an extension, then an extension of any length (providing it does not impact reporting of the module results) can be approved by the appropriate members of staff (task owners or module controller(s)). In all cases, the Medical Assessment Team (medass@) must be informed of the decision to grant an extension so penalties are not erroneously applied.

Extensions which mean a student's module or year grade cannot be reported in the normal cycle of results approvals must be dealt with as deferral requests which must be submitted via the Director of Teaching.

Alternatively, requirements for submission of such summative work may be waived: If there is a tolerance of required number of submitted pieces for all students, then this should be clearly stated within the relevant Module or Year handbook. If waiving the requirement to submit unmarked or ungraded coursework would exceed such thresholds then the student must request waiving of requirements via the Director of Teaching.

8. Processes for dealing with coursework not covered by this guidance

Where it is not possible nor pedagogically appropriate to apply any of the processes above, please liaise with the Director of Teaching (medicaldot@) to discuss what alternative options are available.

9. Appeals

Students are entitled to the right to appeal certain decisions and should be signposted to the appropriate information on the process [here](#) when being communicated of outcomes that are not in their favour.

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| Author: | Director of Teaching | Approval Committee: | Assessment Team |
| Consultees: | Academic Assessment Lead, | | |
| Location/s (Med Handbook): | UG Teaching>Assessment>Late Submission of Coursework | | |
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Version Control Record (*expand table as required*)

| Date | Revision Description | Major Changes |
|-------------|-----------------------------|----------------------|
| 3/2/21 | Published version | |
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