

Late Submission of Assessment Procedure

Time of Submission	Penalty	What to Do	Mitigating Circumstances
<p>Work submitted as first attempt and not marked on a pass/fail basis:</p> <p>Work submitted after the deadline date but within 5 days of deadline</p> <p>This is 5 actual days, not working days</p>	<p>Assessment recorded as L1 (Submitted within 5 days) the work will be marked but capped to a minimum pass</p>	<p>Submit assignment to usual submission box. If you are unable to gain access to the box during the weekend, submit to Main Reception</p>	<p>If the reason for late submission was due to mitigating circumstances you may submit a claim to the Complaints and Appeals Officer. If agreed, your assessment will not be capped. Please refer to the Mitigating Circumstances Guide for information</p>
<p>Work submitted as reassessment or marked on a pass/fail basis:</p> <p>After the deadline date</p>	<p>The work will not be marked and the assessment recorded as a 0 L2 (Submitted over 5 days late)</p>	<p>Submit assignment to usual submission box. If you are unable to gain access to the box during the weekend, submit to Main Reception</p>	<p>See above. If you submitted the work within 14 days of the original deadline date and your claim is agreed, your assessment will be marked. This is only possible if you submitted your assessment within 14 days of the original deadline date.</p>
<p>Later than 5 days after the deadline</p>	<p>The work will not be marked and the assessment recorded as a 0 L2 (Submitted over 5 days late)</p>	<p>Submit assignment to usual submission box. If you are unable to gain access to the box during the weekend, submit to Main Reception</p>	<p>See above. If you submitted the work within 14 days of the original deadline date and your claim is agreed, your assessment will be marked. This is only possible if you submitted your assessment within 14 days of the original deadline date.</p>