

SECTION D — SUBMITTING YOUR WORK AND HOW WE ASSESS IT

This section tells you how to submit the work you have completed for a unit assessment and how we assess this work. It also tells you what you need to know if you think you need more time to complete your work.

This information is very important and has significant consequences for your marks and academic progress, so if you don't understand any part of it, speak to staff on your course in the first instance.

The next section, section E, explains what happens if you fail a unit.

- At the start of each unit, we publish the **deadlines** by which you need to submit work and the times we plan to assess it. Exactly what you submit will depend on which unit you are studying, but we make these details clear to you on your Course VLE and the Unit Briefing, and your course team will remind you of the details as you work on each unit.
- Some projects include a review of work before the end of the unit, which we call **formative assessment opportunities**. This means that you'll have the chance to share your work with academic staff and receive feedback, all within a specific time period. If you don't share your work at this point, you'll miss the opportunity to benefit from feedback designed to help you with your final assessed unit submission. Any feedback you receive on work presented within the unit for formative assessment is purely to support you in your creative development; your final grade for the unit is based entirely on assessment of the work you submit at the unit deadline.
- You must **back up** all your coursework. If you need help backing up your files, contact the Student IT Helpdesk. [Click here for the Student IT Helpdesk page on the VLE](#), or search the VLE for 'Helpdesk'.
- **External examiners** play a very important part in monitoring the assessment of the work you submit. Every undergraduate and postgraduate taught course has at least one external examiner, and you can find out more about how we appoint them and their responsibilities in the *QME (Quality Management and Enhancement) Handbook*. [Click here for a link to the QME Handbook](#), or search the website for 'QME Handbook'.
- The University's **Academic Board** has overall responsibility for the way in which assessment is carried out at the University, including – in exceptional circumstances – any changes to the assessment process. We'll tell you if we have to make any changes to assessment which affect you.

1 Handing in your work

1.1 When you submit work to us, make sure you have included everything you have been asked for and that you are handing it in as we have asked you to – for example, both digitally and in person. Label your work clearly with:

- your name;
- your course;
- your year of study (for example, Year 2); and
- the unit code which relates to the work you are handing in (for example, BA2a).

1.2 When you are submitting work digitally, you'll be given instructions at the time as to how to submit your work.

1.3 If you are submitting physical work, you must also include a digital record of the work, such as photos or videos, as part of the accompanying digital submission. We won't normally use these photos or videos to assess your work, but they may prove helpful if there are any queries about the physical work you have handed in, for example, or if they are requested for review by the Office for Students in line with their policy on retaining student work.

See section A for more about how we retain student work.

1.4 You are responsible for handing in your work on time and in the format we have asked for, which might be physical and digital, or digital only. Don't leave your work on campus for a member of staff to collect, or leave work with a member of staff or another student to submit on your behalf. If you do this, we will record that we haven't received the work. We can't accept responsibility for any work which may be lost, misplaced or stolen if you haven't followed the submission guidelines for the unit (see also Section A, 8.1).

1.5 We'll consider you to have made an incomplete submission for a unit if:

- you only hand in part of the work you need to submit; or
- you don't hand in anything at all.

In the case of unit BA3b on the BA (Hons) in Acting, we'll also consider your submission incomplete if you haven't completed the final performance element.

Where you have an incomplete submission, we'll record your mark for the unit as a Fail. If you are unable to submit your work you may be able to make a claim for extenuating circumstances.

See below for more about assessment boards.

See section E for more about what happens if you fail a unit.

See section F for more about applying for extenuating circumstances.

- 1.6 You can normally only hand in an individual piece of work on one occasion for assessment – in other words, you can't submit the same piece of work for different units. If you need any advice about this, speak to your Course Leader (or equivalent) or the Year 0 Pathways Leader as appropriate **before you hand anything in**.
- 1.7 If you have a disability or medical condition which makes it difficult for you to hand in the assessment requirement as we've asked for it, we may be able to make alternative assessment arrangements for you, depending on the evidence you can provide to us. If you think you are in this position, speak to your Course Leader (or equivalent) or the Year 0 Pathways Leader as appropriate first of all for advice.
- 1.8 When you hand in any work, make sure that you also keep a copy for yourself. The University won't accept computer problems, failure of resources or losing your work (because you haven't backed it up) as reasons for handing in work late or not at all. Even if you can't keep a copy of your work, for example for your creative practice, we will still ask you for evidence of the work through photos or other digital means.

2 Submitting work late

The details of the University's late submission policy set out below do not apply to students who, as a result of a disability or a Specific Learning Difference, are in receipt of the Disabled Students' Allowance (DSA) and automatically have additional time for the submission of work. If you are in this position, we will contact you to confirm the details.

If you have any queries about disability support at the University, please contact us through <https://our.norwichuni.ac.uk>.

- 2.1 The University operates a **late submission policy**. This means that subject to the conditions set out below, students can submit work for a unit up to five working days' late on a first attempt.

We have separate policies for percentage-based marking schemes and Pass/Fail (grade-based) marking schemes.

- 2.2 Percentage-based marking schemes

We apply percentage-based marking to undergraduate Year 2 and Year 3 units. We apply this policy to percentage-based marking schemes by deducting marks on a sliding scale:

- up to a maximum of 10 marks; or
- to the minimum pass mark for the unit (typically 40%) if the deduction takes the mark below a passing grade.

The number of marks we deduct depends on how long after the deadline you submit your work:

- up to two working days' late: we deduct 5 marks; or
- three to five working days' late: we deduct 10 marks.

In the context of submission of work, a 'working day' is calculated from the time set as the submission deadline. For example, if a submission deadline is set at 12.30pm on a Monday, two working days will be measured as ending at 12:30pm on Wednesday.

2.3 Grade-based marking schemes

Grade-based marking schemes are units where outcomes are graded on a Pass/Marginal Fail/Fail basis. We apply a grade-based marking scheme to all Year 0, undergraduate Year 1 and undergraduate Level 5 Diploma units. We also apply a grade-based marking scheme to all Level 4 and 6 Short Courses and postgraduate taught units.

We apply this policy to **Pass/Marginal Fail/Fail marking schemes** as follows:

- We won't deduct marks if you make one late unit submission (up to five working days' late) in an academic year and that work is of a passing standard.
- If you submit work more than five working days' late – or if you make one or more further late submissions in the same academic year – we'll record an outcome of Non-submission for the unit or units. Any opportunity to pass the unit or units is then subject to the University's regulations on retrieving failure.
- The exception to these conditions is for Masters level students who submit late in their final major project unit (PGT60b, MACE8, or MARCHDS4). In this case, we record a Non-submission for the unit, even where a student has not previously made any other late submission during their course.

See section E for more information about passing and failing units.

We assess work for a unit which has been submitted up to five working days' late, and publish feedback in line with the standard of work you have achieved. We then apply the late submission policy on grade-based marking schemes as appropriate through the assessment system.

We'll remove the outcome of non-submission for a late submission if:

- you make a claim for extenuating circumstances which relates specifically to the unit you submitted late; and
- we uphold this claim.

By reversing the outcome of non-submission, we can then give you the mark for the unit in line with the standard of work you have achieved.

See section F for more about extenuating circumstances.

- 2.4 If you submit more than five working days' late, we'll record an outcome of Non-submission. Any opportunity to pass the unit is then subject to the University's regulations on retrieving failure. The exception to this is where we have upheld a claim for extenuating circumstances and agreed an extended deadline.

See section E for more about how we offer opportunities to retrieve failure in a unit.

See section F for more about extenuating circumstances.

See section E for more information about passing and failing units.

- 2.5 In situations where assessment is by live presentation, the late submission policy will not be available to you. If you have submitted an application for extenuating circumstances in relation to the live presentation of the unit which we uphold, we will give you an alternative opportunity to meet the Learning Outcomes.

See section E for more about how we offer opportunities to retrieve failure in a unit.

See section F for more about extenuating circumstances.

- 2.6 We assess work for a unit which has been submitted up to five working days' late, and publish feedback in line with the standard of work you have achieved. We then deduct marks as appropriate through the assessment system.

- 2.7 We'll remove the marks deduction for a late submission if:

- you make a claim for extenuating circumstances which relates specifically to the unit you submitted late; and
- we uphold this claim.

By reversing the marks deduction, we can then give you the mark for the unit in line with the standard of work you have achieved.

See section F for more about extenuating circumstances.

- 2.8 If you submit your work late, it will be eligible for marking for up to five working days after the stated deadline, subject to the above conditions.

- 2.9 If you submit late, we will count five working days from your deadline as the period to which the late submission policy applies.

See section E for more about passing and failing units and for more about circumstances in which we might review the amount of time we give you for referral or resubmission.

See section F for more about applying for extenuating circumstances.

- 2.10 **The late submission policy doesn't apply to any referral or resubmission opportunities.** A late submission of a referral or resubmission task will result in an outcome of Non-submission being recorded, unless you make a claim for extenuating circumstances which relates specifically to the period of time you are working on the referral or resubmission, which we have upheld and where we have approved extra time for you.

See section F for more about extenuating circumstances.

- 2.11 All decisions arising from the late submission policy are final. This means you can't make an appeal directly against our decision where you have submitted work under the terms of the late submission policy.

However, if you make an appeal to us on one of the other grounds we set out in our appeal process, you can ask us to take into account as part of your appeal the way we have applied the late submission policy and/or the outcome you have received.

See section J for more about the decisions you can appeal against, and the grounds you could make an appeal on.

3 When do we assess your work?

- 3.1 We assess your work at the end of a unit. To pass a unit, you need to have completed and submitted all the assessment requirements and we must have assessed these requirements as being at least 'Satisfactory'. For unit BA3b on the BA (Hons) in Acting, this includes submitting the final performance element. The minimum pass mark for a Year 2 and Year 3 unit is 40%, and you need the minimum of a Pass grade to pass a Year 0 unit, a Year 1 unit, a Level 5 Diploma unit, a Level 4 or Level 6 short course unit, or a postgraduate taught unit.
- 3.2 To complete a year of study you need to have passed all units in that year. If you don't pass all the units, you won't be able to progress to the next year of study.

- 3.3 To qualify for the final award on your course, you need to complete all the units for your course. At the end of your course, we calculate and confirm your final marks and award.

See section E for more about what happens if you fail one or more units.

See section H for more about our degree and other academic awards and how you qualify for them.

4 Who assesses your work?

- 4.1 Members of your course team assess your work in the first instance, under the direction of the Dean of Creative Education. As part of good academic practice at the University each submission will be subject to more than one marker, either through team marking and / or sample moderation.

Team marking means that two or more academic markers will review student work and agree a final mark.

Sample moderation means two or more academic markers will review a sample of student work and agree final marks.

This is how we team mark and moderate work for students at different levels of study:

- **for work in Years 1 and 2 and for the Year 3 units BA3a, BSc3a and ARCH3a**, we moderate a sample of work including all work judged to be at a grade of 70% or above; a range of work marked between 40% and 69%; and all Fails and Marginal Fails;
- **for Year 3 units BA3b, BSc3b and ARCH3b**, we team mark all work, including where assessment is by live presentation;
- **for Year 0 units, units on the Level 5 Diploma, and units for the Level 4 and Level 6 short courses**, we moderate a sample of work from all units, including Fails and Marginal Fails;
- **for postgraduate taught courses**, we team mark all Major Projects, all Comprehensive Design/Design Thesis Projects and all Major Research Projects, and moderate a sample of work from all taught units, including all Fails and Marginal Fails.

See section E for more about grades and marks, including Fails and Marginal Fails.

- 4.2 In the exceptional circumstance that a decision cannot be reached on the standard you have achieved in your work, an additional marker will assess your work.
- 4.3 The external examiner or examiners for your course will review a representative sample from the course. The external examiner for the BA (Hons) in Acting will

normally also be present at the final performance element of unit BA3b on the course.

- 4.4 When reviewing a course, external examiners normally have the opportunity to talk to a group of students and ask for feedback on our assessment processes.

External examiners look at a sample of work as outlined in Section 3 of the QME Handbook, as follows:

- **for undergraduate courses:** all provisional Fails and Marginal Fails, and 25% of the rest of the work from units in undergraduate Year 2 and Year 3, Level 5 diplomas, and Level 4 and Level 6 short courses;
- **for postgraduate taught courses:** all Major Projects / Major Research Projects judged to be at the standard of Merit and of Distinction, all proposed Fails and Marginal Fails; and 25% of the rest of the work at all levels of achievement.;
- **for MA Architecture** all Comprehensive Design/Design Thesis Projects judged to be at the standard of Distinction; all proposed Fails and Marginal Fails; and 25% of the rest of the work at all levels of achievement.

Where an undergraduate or postgraduate taught course cohort comprises 10 students or fewer, the external examiner will look at all the work submitted in the unit.

See section E for more about grades and marks, including Fails and Marginal Fails.

- 4.5 We expect our external examiners to:

- test the transparency of our assessment procedures;
- ensure that the way we have marked work is fair; and
- make sure that the standards of our assessment are comparable to the standards of marks awarded in other higher education institutions for our subjects.

The *QME (Quality Management and Enhancement) Handbook* includes details about how we appoint external examiners and how they work at the University. [Click here for a link to the QME Handbook](#), or search the website for 'QME Handbook'.

5 How do we confirm marks for your work?

- 5.1 Course Leaders (or equivalent) and the Year 0 Pathways Leader are responsible for reporting all the marks agreed by their course teams to the Academic Registry. At this point the marks are **provisional**: this means that they have not yet been confirmed by a formal assessment board of the University and may still

change. We'll publish your provisional mark for a unit on e:Vision as soon as it is available.

5.2 Once the Academic Registry receives the provisional marks, they are responsible for:

- calculating marks for final awards; and
- producing tables of all provisional marks for a formal board to confirm.

The Academic Registry is also responsible for storing the marks securely and confidentially.

5.3 One of the University's formal assessment boards will then confirm your marks, depending on whether you are an undergraduate or postgraduate taught student, and the point you have reached in your studies. The Academic Board delegates this responsibility to several different assessment boards.

5.4 Membership of these assessment boards includes representative members of the course team and are chaired by a senior member of staff as set out in the Schedule of University Committees in the *QME Handbook*. The Schedule also outlines the role of external examiners at relevant assessment boards and award boards.

[Click here for a link to the QME Handbook](#), or search the website for 'QME Handbook'.

5.5 **Programme Assessment Boards** meet towards the end of each academic year and are responsible for the assessment of undergraduate students. They receive provisional unit marks and, after discussion as appropriate with the external examiners, they confirm the marks for students in each of the years of study from Year 0 to Year 3, including for students studying for a Level 5 Diploma. They also make decisions on progression from one year of study to the next, and on cases where a student hasn't passed one or more units. The Programme Assessment Board will also make decisions on marks and academic progress for students who we have confirmed have committed academic misconduct in their work.

Short Course Assessment and Award Boards meet as required during each academic year and combine the functions of Programme Assessment and Final Award Board for students on Level 4 and Level 6 short courses.

See section E for more about what an undergraduate assessment Board might decide about your progression to the next year of studies, or if you have failed a unit, or if we have found you to have committed academic misconduct in your work.

See section M for more about how the University deals with cases of academic misconduct.

- 5.6 The undergraduate **Final Award Board** meets once at the end of each academic year, after all the Programme Assessment Board meetings have taken place. The Final Award Board receives a final award mark for each undergraduate student and confirms their degree classifications. At least one external examiner attends the meeting of the Final Award Board as representative of all the University's undergraduate external examiners. This is to make sure the procedures for the award of degrees and other qualifications are followed correctly. The external examiner(s) also confirms the Final Award Board's decisions.

See section H for more about how we calculate degree classifications.

- 5.7 For postgraduate taught students, **PGT Assessment and Award Boards** meet twice a year and combine the functions for these students of both the Programme Assessment and Final Award Boards. This means that the Boards:

- receive provisional marks and confirm them;
- agree progression for part-time students;
- make decisions where students have failed one or more units;
- make decisions about confirmed cases of academic misconduct; and
- confirm degree and exit awards.

See section E for more about what an PGT Assessment and Award Board might decide if you have failed a unit or if we have found you to have committed academic misconduct in your work.

See section H for more about how we classify postgraduate taught awards.

See section M for more about how the University deals with cases of academic misconduct.

- 5.8 Separate assessment boards meet for students studying for the **PGCertHE**, the **MA in Creative Education**, and the **MArch**, and make decisions in the same way as a PGT Assessment and Award Board.

- 5.9 Assessment and award boards have the authority, delegated by the Chair of the Academic Board, to confer awards and take outcome decisions. Once an assessment board has met and confirmed provisional marks, the marks become **final**. Registry Services are then responsible for publishing the marks.

Final marks or other decisions of assessment or award boards can only be changed as an outcome of an appeal.

See section J for more about making an appeal against an assessment or award board decision.

- 5.10 A **Resubmission Board** is held once a year at the end of the summer period to consider the marks and academic credit for students who have had to resubmit work. If you are an undergraduate student and you have resubmitted work during the student vacation in the summer, the Resubmission Board will confirm your marks, academic credit (and award where appropriate) at the end of the same vacation period. If you are a postgraduate taught (PGT) student and you have resubmitted work at the end of your academic year, the Chair of the relevant assessment and award board will confirm your marks, academic credit (and award where appropriate).

See section E for more about what happens if you fail a unit, including the decisions a Resubmission Board may take as a consequence.