Late submission of coursework

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21 June 2017

1 Context

The Teaching Committee on 10th May agreed in principle to move to a treatment of late submission of coursework more in line with the rest of the university, by normally allowing late submissions of up to a week with associated penalties following the university guidelines.[1] This followed discussion of a proposal[2] pointing out that the University Assessment Regulation 28.1 says that

> If assessed coursework is submitted late without an agreed extension to the deadline for an accepted good reason, it will be recorded as late and a penalty will be exacted. For coursework that is a substantial component of the course and where the submission deadline is more than two weeks after the issue of the work to be assessed, that penalty is a reduction of the mark by 5% per day, up to a maximum of seven calendar days.

The regulations also say:

> Schools may choose not to permit the submission of late work for particular components of assessment where the specific assessment and feedback arrangements make it impractical or unfair to other students to do so. If Schools do not permit the submission of late work for particular components of assessment, they must publicise this to students on the relevant course.

The meeting in May noted that our current policy is unexpected by students from other schools in the university.

We want to flesh out this change of policy; below are suggestions and questions.

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[1] http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf

[2] http://web.inf.ed.ac.uk/sites/default/files/atoms/files/penalties_for_late_course_work.pdf

2 Proposed changes

1. Separately, we are moving to having a single master on-line calendar of submission deadlines, with course lecturers having the possibilty of allowing small extensions. This should have a cut-off to stop coursework extending late in semester two teaching, and be the basis of `submit` deadlines.

2. Individual courses can choose to opt out of the general policy to allow late submission with penalties. Courses mentioned included SDP, DMMR and Compilers as currently taught. Lecturers wanting to opt out need to make a case that some feature of their assessment warrants the opt out.

   Possible reasons are multiple small submissions (DMMR), working in groups (SDP), daily assessment via automated testing (Compilers).

   What about working in groups of two?

3. Students will only be allowed **one** submission after the deadline. So, `submit` should warn of the situation during the submission process after the deadline, and also keep the last submission before the deadline (if any).

   As for submissions before the deadline, `submit` currently allows multiple submissions, overwriting earlier submissions.

   Here, we could

   - insist on only one submission overall, or
   - delay marking until a week after the deadline, or
   - something more complicated?

   In the event that a student realises that they have submitted mistakenly, we need to deal with this somehow (what do we currently do?).

4. In the (unusual?) case where submission is by hard copy, I don't see how this can work exactly like our on-line submission set-up.

   If that is right, we need to be clear that a hard-copy submission will be regarded as submitted only on working hours of the ITO, with consequent penalties. This will not on its own take anything over seven days late, however.

5. Where year organisers grant extensions without penalty currently, or special circumstances are involved, we keep our current practice.

   What if a student has an extension without penalty, and submits after the extended deadline?

   We could:

   - allow an additional week, or
   - only allow a week in total, with penalty for extra days only.

6. Currently course lecturers have responsibility for allowing or not late submissions. Any help they can have in applying the revised policy will help here . . .