Hartpury University Centre Online Submission Policy

Policy and Guidance for Staff and Students

This policy and guidance covers student submission and academic marking policy in the context of online assessment.

1.0 Definition of online submission

1.1 'Online submission' for Hartpury students is defined as work that is submitted electronically via Moodle for assessment.

1.2 Online submission will only be considered as 'submitted' on successful completion of the defined submission process. Failed submission attempts, or partial completion of the electronic process by the submission deadline ('deadline' is taken to include any permitted extension for late work and/or reasonable adjustments) will not be considered as 'submitted'.

2.0 Acceptable file types

2.1 It is the responsibility of each respective Module Leader to define the type of file that they consider acceptable in the submission instructions presented to students. This will usually be Microsoft Word format but may include .zip files where multiple files are required to be submitted.

2.2 Whilst most electronic file types can be accepted by Moodle, it is the responsibility of the student to submit in the format specified in the module submission instructions. This will ensure that the submission can be read and assessed.

3.0 Submission window and deadline

3.1 The deadline date for all submissions of assessed work will be provided in the published assessment brief. This date will be treated as the actual date of submission; there is no expectation that this will be changed unless there are exceptional circumstances for doing so.

3.2 The deadline held will be used to calculate the following:

- The release of the assessment in Moodle to academic staff 20 days prior to deadline
- The release of the assessment submission window to students registered on the module 2 weeks prior to deadline
- The submission deadline for assessed work
- The late work submission window 24 hours after the published deadline

3.3 Assessed work must be submitted and received as specified in the module submission instructions.

3.4 The date and time of your submission is taken from the Moodle server and is recorded when your submission is complete, not when you begin the submission.

4.0 Late submission

4.1 Students have a 24 hour late work submission window for late submissions.

4.2 Any submissions during the 24 hour late submission window are subject to penalty under Academic Regulation E15.

5.0 Multiple submissions of the same assessment

5.1 Students have the right to re-submit any assessment up to the close of the late submission window after the published assessment submission deadline.

5.2 It is only the final submission that will be considered for assessment by the Module Leader, even if the final submission is within the 24 hour late submission window. All other earlier submissions will be discarded from the marking process.

5.3 If the submission consists of multiple documents, each upload attempt must contain the complete coursework submission. It is the student's responsibility to ensure that all parts of the assessment are resubmitted.

6.0 Quality of submitted work

6.1 Students are responsible for the quality of work submitted.

6.2 Online assessment extends this responsibility to the student checking the quality of the submission after it has been submitted. It is the student's responsibility to check and resolve any corruption in transit; coursework submission receipts are provided for this purpose. Where any work submitted has been corrupted in transit, including any resubmissions, to the extent that the final submission cannot be assessed, the work will be given a mark of zero.

7.0 Student failure to submit as per instructions

7.0 In instances of a student submitting an electronic file for assessment that fails to comply with the published instructions, and the work cannot be assessed as a result (e.g. the file type cannot be opened and read) then this work will be given a mark of zero. This recognises that a submission has been made by the deadline, but cannot be assessed.

8.0 Receipts for submission

8.1 Students will receive an electronic receipt for all submissions. Students should review these receipts immediately following submission to check all files have uploaded and open successfully. They should not be considered as confirmation that the submission meets the submission criteria, or that the submission can be accessed by the Module Leader for marking.

8.2 Copies of electronic receipts may be acceptable as evidence to support a student's complaint or academic appeal. Any receipt submitted as evidence that is proved to be forged or altered in any way will be treated by the University in the same way as all other instances of falsified evidence.

9.0 Extenuating Circumstances

9.1 The only grounds for consideration of student extenuating circumstances regarding the online submission process is evidence of IT system failure. Online connection speed or other time based grounds e.g. over-subscription delay will not be considered as a system failure and therefore are not grounds for extenuating circumstances.

9.2 Submission of Extenuating Circumstances will only be accepted using the approved Hartpury process.

10.0 Release of marks and feedback

10.1 The release of unconfirmed marks and feedback is the responsibility of the Module Leader. Marks will be confirmed following the official publication of results.

11.0 Assessment Offences

11.1 All assessment submitted online shall be subject to Academic Regulation part G.

11.2 To prevent holding up the release of all marks for a given module run being delayed, the procedure for managing assessment offences relating to work submitted online and release of marks is a follows:

- Unless the investigation is completed within 20 days of submission and a mark reflecting the outcome can be given, the mark released to the student will be zero

- Unless the investigation can be completed within 20 days of submission, the electronic feedback to the student will reflect that the mark of 0 has been allocated due to an ongoing assessment offence investigation

- The Module Leaders should ensure that once the investigation is completed the actual mark and feedback should be returned to the student in hard copy

12.0 Reasonable Adjustment

12.1 Where it has been agreed that a student can submit on a different date under Hartpury's Reasonable Adjustment policy, the student should submit a paper copy of the assignment to an agreed submission point.

12.2 Marks and feedback should be given to the student in hard copy and marks given to administration staff for inputting.

13.0 Import of marks and error checking

13.1 The import of marks after release to students is the responsibility of Hartpury administration staff. This includes:

- Management of the transfer of marks from Moodle to the student records system

- Intervention with any mark error highlighted during the transfer process

- That marks should only be imported from Moodle, except in the case of agreed reasonable adjustments or extensions

13.2 The applicable mark held in the student records system will take precedence over all other versions of published marks including that released to students by Module Leaders once assessment is complete and feedback is returned. These marks will be available to the student via the Modules & Marks and the Awards & Results Channels in myUWE depending on the stage of the assessment cycle.