

## PENALTIES FOR LATE SUBMISSION OF COURSEWORK

- 1 The full allocated mark will be reduced by 5 percentage points for the first working day after the deadline for the submission of coursework.
- 2 The mark will be reduced by a further 10 percentage points if coursework is submitted during the following six days.
- 3 Coursework that is submitted later than seven days after the deadline, providing it is submitted before the end of the first week of term 3 for undergraduate courses or by a date during term 3 defined in advance by the relevant Master's Board of Examiners for postgraduate taught programmes, will be recorded as zero but the assessment will be considered to be complete.
- 4 In the case of dissertations and project reports submitted more than seven days late, the mark will be recorded as zero but the assessment will be considered to be complete.
- 5 Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.
- 6 For permission to derogate from these penalties, an application should be made to the Chair of the UCL Board of Examiners through the relevant Faculty Tutor.

**Worked Example:** *An essay is submitted late, but assessed as deserving a mark of 65%. If it was submitted within one working day after the deadline, the mark becomes 60%. If, however, it was submitted two to seven days late, the mark becomes 50%. (NB all marks entered into Portico must be out of 100).*

*If the essay was submitted after seven days but before the relevant final deadline as set out above, the mark will be 0% but the student will still be "complete". If not submitted at all, the student would be "incomplete", unless the coursework in question represented less than 20% of the overall module assessment.*