

Section 26 Agreed sanctions policy

26.1 Sanctions for overlength work

- 26.1.1 Limits are specified for some assessed work to maintain equity between all students doing the same assessment. Module Directors/Leads must clearly communicate this information to students in the assignment brief.
- 26.1.2 Assessed work should not exceed the prescribed word limit or time limit. Students may be subject to a sanction if they exceed that limit.
- 26.1.3 The sanctions are:

Amount over the limit	Sanction
Less than 10%	Deduct no marks, but note in feedback
Between 10-24%	Deduct 5 marks*
Between 25-49%	Deduct 10 marks*
More than 50%	Eligible only for the capped pass mark

* Or given a capped pass mark, whichever is greater, for example, a raw mark of 42 would be capped at a mark of 40 for an undergraduate student if the work was 20% over the word limit or time limit

- 26.1.4 The application of sanctions for overlength work may mean that the final mark awarded for the assessment does not fall within the University's fixed marking scale.
- 26.1.5 Students should also be made aware through feedback what the original mark was and the sanction that has been applied.
- 26.1.6 If a failure mark is given for the raw assessment mark (undergraduate between 1-39 or postgraduate 1-49) then the overlength sanction does not need to be applied.
- 26.1.7 For written work, the student must provide an accurate word count for each piece of work they submit. This will normally rely on the word count system within Microsoft Word.
- 26.1.8 The word limit specified for written assessments excludes:
- Assessment title.
 - Abstract and contents page (if these are not being directly assessed).
 - Tables (tables may not include large amounts of text).
 - Graphs.
 - Equations.
 - Footnotes.
 - Bibliography/reference list.
 - Appendices – Appendices may contain diagrams, tables or visual images, or text that is primary research data (such as interview transcripts), but not large amounts of text that is not primary research data (such as description, analysis, or summarisation).
- 26.1.9 If it is suspected that the student has not declared the word count honestly, and that the work is longer than declared, the word count may be checked, and a sanction applied in accordance with the table above. The School Assessment Board may also refer a student for consideration under the University's Academic Misconduct Policy (refer to [section 27](#)).
- 26.1.10 Work is marked normally, and the overlength sanction is applied to the raw provisional mark for the assessment. This applies when marking first attempt work or reassessment work.

26.2 Sanctions for under length work

- 26.2.1 There is **no sanction** for under length work providing there is sufficient suitable content. Writing significantly less than the word count or time limit set increases the risk that the work will not adequately address the Assignment Brief and learning outcomes. Work is assessed on its academic merits, and this will be reflected in the mark awarded and the feedback provided for the piece of work.

26.3 Sanctions for late work and non-submissions

- 26.3.1 The University has a uniform policy for the late submission sanction for a piece of summative assessed work.
- 26.3.2 The deadline for work is **on the hour**. Where the deadline is 12:00 noon, work submitted at 12:01 is considered late. Receipts with a submission recorded as 12:00 will not incur a late sanction.
- 26.3.3 Students are advised to submit their work **at least 1 hour before the deadline** (refer to [section 8.6.8](#)).
- 26.3.4 Late submission sanctions are **applied to the raw assessment mark** not the module mark; the assessment mark with the penalty applied is used in the overall module mark calculation.
- 26.3.5 The application of late submission sanctions may mean that the final mark awarded for the assessment does not fall within the University's fixed marking scale.
- 26.3.6 If the student incurs both an overlength sanction and a late submission sanction, then the overlength sanction is applied first, and the late submission sanction is applied to the overlength adjusted mark.
- 26.3.7 If a failure mark is given for the raw assessment mark (undergraduate between 1-39 or postgraduate 1-49), then a late submission sanction is not applied. This only applies to work submitted within 5 working days. Students who submit after 5 working days receive a sanction mark of zero.
- 26.3.8 The sanction for submitting work late for an assessment marked on a pass/fail basis is a failure. Failures in pass/fail modules cannot be compensated but can normally be reassessed if failed at first attempt.
- 26.3.9 Refer to [section 8.7.11](#) for information on the treatment of errors made during the submission process, for example, submitting an incorrect file, or to the wrong Moodle site, or submitting to the School or a tutor's university email account.
- 26.3.10 In cases where a student submits work late such that it incurs a sanction mark of zero (for example, a first attempt submitted after 5 working days from the submission date, or a late reassessment attempt), the work should not be marked.
- 26.3.11 When a sanction is applied for a first attempt:

Submission	Sanction for assessment component
Work submitted after the assessment deadline (or approved extension deadline) but within:	
1 hour	Deduct 5 marks* *Apply a capped pass if deducting marks reduces a passing mark to a failure mark
1 hour to 24 hours**	Deduct 10 marks* *Apply a capped pass if deducting marks reduces a passing mark to a failure mark
24 hours to 5 working days	Capped pass
Arriving late for a scheduled assessment (without exceptional circumstances), for example, attending a presentation, viva etc. on the same day after the allotted time. This does not apply to examinations. Note: it may not always be possible to reschedule an assessment if a student is late	
1 hour	Deduct 10 marks* *Apply a capped pass if deducting marks reduces a passing mark to a failure mark
1 to 3 hours	Capped pass

Submission	Sanction for assessment component
Work for a 'timed assessment' (refer to section 7.15) submitted after the published assessment deadline (or approved extension deadline) but within:	
1 hour	Deduct 10 marks* *Apply a capped pass if deducting marks reduces a passing mark to a failure mark
1 to 3 hours	Capped pass
Work submitted after 5 working days*** of the published deadline (or approved extension deadline) Work not submitted, or submitted after 3 hours of the published deadline for a 'timed assessment' (refer to section 7.15) Non-attendance for an examination (without approved exceptional circumstances) Non-attendance for a scheduled assessment (without exceptional circumstances), for example, presentation, viva etc.	Receives a mark of zero

** '24 hours' runs for the 24-hour period following the deadline, for example, for a submission on Friday at 12.00 noon the 24-hour period is until 12.00 noon Saturday

*** A 'working day' runs from 12.00 noon to 12.00 noon excluding weekends, bank holidays, University closure days at Christmas but includes Monday to Friday through vacation periods

26.3.12 When a sanction is applied for a reassessment attempt:

Resubmission	Sanction for reassessment component
Work resubmitted after the published deadline (or approved extended deadline)	Receives a mark of zero – reassessments submitted late are not eligible for capped marks
Work not resubmitted after the published deadline (or approved extended deadline) Work not resubmitted for a 'timed assessment' after the published deadline (refer to section 7.15) Non-attendance for a resit examination (without approved exceptional circumstances) Non-attendance or lateness for a scheduled reassessment (without exceptional circumstances), for example, presentation, viva etc.	Receives a mark of zero

26.3.13 **Examples** – all deadlines are 12:00 noon

- An undergraduate or postgraduate first-attempt submission submitted at 12.45pm on the submission date given a raw mark of 65, would have 5 marks deducted, giving a final mark of 60 for the assessment.
- An undergraduate or postgraduate first-attempt submission submitted at 4.00pm on the submission date given a raw mark of 65, would have 10 marks deducted, giving a final mark of 55 for the assessment.
- An undergraduate first-attempt submission submitted at 4.00pm on the submission date given a raw mark of 42, would have 10 marks deducted, but as the work is of passing standard the sanction applied is a capped final mark of 40 for the assessment (rather than a failure mark of 32).
- A postgraduate first-attempt submission submitted at 4.00pm on the submission date given a raw mark of 58, would have 10 marks deducted, but as the work is of passing standard the sanction applied is a capped final mark of 50 for the assessment (rather than a failure mark of 48).

- An undergraduate first-attempt submission submitted 32 hours after the submission date given a raw mark of 48, would be given a capped pass mark as the work is of passing standard the sanction applied is a capped final mark of 40 for the assessment (rather than a failure mark).
- A resubmission resubmitted at 12.01pm would be given a final mark of zero for the assessment.