

Section 32 Agreed sanctions policy

32.1 Sanctions for over-length work

- 32.1.1 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 assessment brief.
- 32.1.2 Assessed work should not exceed the prescribed word limit. Students may be subject to a sanction if they exceed that limit.
- 32.1.3 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 15 marks* |
| More than 50% | Eligible only for the capped pass mark |

* Or given a capped pass mark, whichever is greater e.g., a raw mark of 43 would be capped at a mark of 40 for an undergraduate student if the work was 20% over the word limit

- 32.1.4 If a failure mark is given for the raw assessment mark (i.e., undergraduate between 1-39 or postgraduate 1-49) then the over-length sanction is applied to the failure mark. Students should also be made aware through feedback what the original mark was and the sanction that has been applied.
- 32.1.5 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.
- 32.1.6 The word limit specified for written assessments excludes:
- Tables (tables may not include large amounts of text).
 - Graphs.
 - Equations.
 - Footnotes.
 - Bibliography.
 - Appendices – Appendices may contain diagrams, tables or visual images but not large amounts of text.
- 32.1.7 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 23](#)).
- 32.1.8 Work is marked normally, and the over-length sanction is applied to the raw provisional mark for the assessment. This applies when marking first attempt work or reassessment work.

32.2 Sanctions for under-length work

- 32.2.1 There is **no sanction** for under-length work providing there is sufficient suitable content. Writing significantly less than the word count 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.

32.3 Sanctions for late work and non-submissions

- 32.3.1 The University has a uniform policy for the late submission sanction for a piece of summative assessed work.
- 32.3.2 The deadline for work is **on the hour**, i.e., 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.
- Students are advised to submit their work **at least 1 hour before the deadline** (refer to [section 10.5.8](#)).
- 32.3.3 Late submission sanctions are **applied to the raw assessment mark** not the module mark.
- 32.3.4 If the student incurs both an over-length sanction and a late submission sanction, then the over-length sanction is applied first, and the late submission sanction is applied to the over-length adjusted mark.
- 32.3.5 If a failure mark is given for the raw assessment mark (i.e., 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.
- 32.3.6 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.
- 32.3.7 Refer to [section 10.6.10](#) 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.
- 32.3.8 In cases where a student submits work late such that it incurs a sanction mark of zero (i.e., a first attempt submitted after 5 working days from the submission date, or a late reassessment attempt), the work should not be marked.
- 32.3.9 When a sanction is applied for a first attempt:

| Submission | Sanction for assessment component |
|--|--|
| Work submitted by the published deadline (or approved extension deadline – i.e., through the exceptional circumstances or Learner Adjustment Plan (LAP) processes) | No sanction, eligible for a full mark |
| 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) e.g., 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 |
| Work for a 'timed assessment' (refer to section 9.16) 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 |

| Submission | Sanction for assessment component |
|---|-----------------------------------|
| 1 to 3 hours | Capped pass |
| <p>Work submitted after 5 working days*** of the published deadline (or approved extension deadline)</p> <p>Work not submitted, or submitted after 3 hours of the published deadline for a 'timed assessment' (refer to section 9.16)</p> <p>Non-attendance for an examination (without approved exceptional circumstances)</p> <p>Non-attendance for a scheduled assessment (without exceptional circumstances) e.g., presentation, viva etc.</p> | Receives a mark of zero |

** '24 hours' runs for the 24-hour period following the deadline e.g., 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

32.3.10 When a sanction is applied for a reassessment attempt:

| Resubmission | Sanction for reassessment component |
|---|--|
| Work resubmitted by the published reassessment deadline (or approved extended deadline) | No sanction, but the reassessment capping rule applies i.e., the maximum module mark that can be achieved is a pass mark |
| Work resubmitted after the published deadline (or approved extended deadline) | Receives a mark of zero – reassessments submitted late are not eligible for capped marks |
| <p>Work not resubmitted after the published deadline (or approved extended deadline)</p> <p>Work not resubmitted for a 'timed assessment' after the published deadline (refer to section 9.16)</p> <p>Non-attendance for a resit examination (without approved exceptional circumstances)</p> <p>Non-attendance or lateness for a scheduled reassessment (without exceptional circumstances) e.g., presentation, viva etc.</p> | Receives a mark of zero |

Examples – all deadlines are 12:00 noon

32.3.11 An undergraduate or postgraduate first-attempt submission submitted at 12.45pm on the submission date given a raw mark of 64, would have 5 marks deducted.

32.3.12 An undergraduate or postgraduate first-attempt submission submitted at 4.00pm on the submission date given a raw mark of 64, would have 10 marks deducted, giving a final mark of 54 for the assessment.

32.3.13 An undergraduate first-attempt submission submitted at 4.00pm on the submission date given a raw mark of 44, 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 34).

32.3.14 A postgraduate first-attempt submission submitted at 4.00pm on the submission date given a raw mark of 56, 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 46).

32.3.15 An undergraduate first-attempt submission submitted 32 hours after the submission date given a raw mark of 48, 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 38).

32.3.16 A resubmission resubmitted at 12.01pm would be given a final mark of zero for the assessment.