

## **COURSEWORK SUBMISSION POLICY – BTEC HNC/HND Programmes Level 4-5**

Meeting deadlines for assessment are an important part of BTECs. In developing skills for employment, it is very important to hone good time management skills and this includes submission of work to required deadlines. It is also important to ensure that students are assessed fairly and consistently and are not advantaged or disadvantaged in anyway.

To conform to Pearson regulations, Riverside College has a coursework submission policy specific to BTEC HNC/HND programmes at levels 4-5 and is as follows:

### **SUBMISSION OF WORK – MEETING DEADLINES**

1. Course leaders will issue assessment plans clearly identifying assignment deadlines and feedback dates.
2. Students will submit course work in accordance with assignment deadlines.
3. Feedback will be issued within 20 working days **or earlier**.
4. A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment. The resubmission date will be clearly identified on the assignment feedback sheet. The resubmission date will be set 15 working days from the date of the original feedback.
  - a. Only one opportunity for reassessment of the unit will be permitted.
  - b. Reassessment for course work, project- or portfolio-based assessments shall normally involve the reworking of the original task.
  - c. For examinations, reassessment shall involve completion of a new task.
  - d. A student who undertakes a reassessment will have their grade capped at a Pass for that unit.
  - e. A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.
5. A student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:
  - a. At Centre discretion and Assessment Board, decisions can be made to permit a repeat of a unit
  - b. The student must study the unit again with full attendance and payment of the unit fee
  - c. The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit
  - d. Units can only be repeated once.
  - e. If a Pass is not achieved on a repeat of the unit, following specification guidance, the learner may be able to take the unit as compensation if rules of combination permit.
6. Learners who are unable to submit their work on time will need to complete an Extenuating Circumstances Form which will be authorised by the Head of School. This needs to be authorised by the Head of School no later than the day of the assignment deadline. The Extenuating Circumstances Form and guidance for completion is available on the Higher Education Student Support Team. If your extenuating circumstances are upheld and an extension granted, the new deadline will be recorded.

7. Assignments for which Extenuating Circumstances have been approved will be treated as steps 2 – 5 above. If students are frequently applying for extenuating circumstances, their position on the course will be reviewed at the Higher Education Assessment Board.

### **LATE SUBMISSIONS**

If work is submitted late without approved Extenuating Circumstances, the following will apply:

Work will be assessed 'without penalty' in the first instance, but lateness of submission may have an impact on learner's grades following the guidance:

- If work is submitted up to 5 days late, the grade may be capped at a PASS if assessment and merit / distinction grade descriptors require evidence of meeting agreed deadlines, the ability to plan / organise time effectively and the ability to work to industrial/commercial practices that include implicit timelines. Where an assessment offers the opportunity to achieve Pass criteria only, work submitted up to 5 days late will be assessed normally.
- If work is submitted over 5 days without approved Extenuating Circumstances, the grade will be capped at a PASS.

Where students become a cause for concern, they will be referred for action planning and additional monitoring.

### **UNIT ASSESSMENT GRADES**

A unit grade will be based upon the results of all assessment opportunities from a unit. Where all Pass criteria are achieved, a Pass will be awarded, where all Pass and all Merit criteria are achieved a Merit will be awarded, where all Pass, all Merit and all Distinction criteria are met, a Distinction will be awarded.

### **ASSESSMENT BOARDS**

HE Assessment Boards take place on at least one occasion each term. The purpose of the Assessment Board is to review student progress against agreed targets. Outcomes from the Assessment Board can be:

- Progress
- Refer/progress with conditions
- Defer/suspend studies
- Fail

Failure to meet the any progression conditions may invoke the Student Disciplinary Procedure available on the HE Student Support Zone.

### **STUDENT APPEALS**

Enquiries about coursework and controlled assessment marks should initially be addressed to the teacher responsible for assessing the work.

As soon as reasonably practicable, the teacher will provide the student with details of the marks awarded and explain the current status of the piece of work for example whether marking/internal moderation is complete. In accordance with normal teaching practice, the teacher will discuss with the student the reasons for the awarding of a particular mark if the awarding body's regulations allow this.

Additional information about the work e.g. comments recorded about it by the teacher or comments from internal moderation or any correspondence with the awarding body about the piece of work, are available to the student where this does not contravene awarding body regulations.

If at this point, the student is not satisfied that the piece of work has been marked fairly and in accordance with the instructions of the awarding body, a formal appeal may be made to the Programme Area Leader/Lead Internal Verifier and the work will be re-marked by an appropriate member of staff. The deadline for internal appeals is seven working days after the student is given their final mark. The student must be made aware that the appeal may result in the mark staying the same, going up or going down. If the re-mark results in a different mark, there should be a dialogue between the two teachers involved and a final mark agreed. If the teachers cannot agree then an appropriate third party, usually the head of department, will arbitrate.

The student should be informed of the result of the appeal within five working days of the investigation or re-marking of work.

If the student is still not happy with outcome of their appeal made to the Programme Area Leader/Lead Internal Verifier then the learner **must lodge an official written academic appeal.**

**For instructions on how to do this please refer to the Higher Education Student Academic Appeals Procedures.** The Awarding Body will be informed if the findings of any appeal are not likely to be final by the date of the last externally assessed paper in the subject.

## Guidance for Students – Completing an Extenuating Circumstances Form

Extenuating Circumstances Forms can be downloaded from HE Student Support Zone on HE Students Team.

1. Before submitting an Extenuating Circumstances Form make sure that you are familiar with the College policy on submissions. You will find this in your programme handbook.
2. Make sure that you keep a copy of the form which you will be given as a receipt.
3. Full details and supporting evidence are needed to be able to meet extenuating circumstances. Make sure that all sections of the form are completed fully.
4. Identify in detail the assessments(s) affected. If several assessments are covered by one set of extenuating circumstances you should list all of the assessments.
5. State which unit(s) has/have been affected and which components of assessments (e.g. a coursework assignment, and examination, a test, a performance).
6. Include all relevant dates.
7. The College has put in place arrangements to make reasonable adjustments for students with a disability. As a result, if you have a disability, you should only normally claim for extenuating circumstances when new and unforeseen circumstances occur which affect your work and are not addressed by the reasonable adjustment arrangements.
8. In considering claims of extenuating circumstances, the key considerations for the College will always be whether the circumstances were beyond your control and could not have been foreseen or prevented, together with the impact these circumstances would have had on your academic performance.
9. Taking into account the criteria in number 8 above, the grounds on which extenuating circumstances can be claimed are normally limited to:
  - i) a serious illness, which would have detrimentally affected your performance;
  - ii) the death of a close family member or personal friend, normally in the period leading up to the date of the assessment, which would have detrimentally affected your performance;
  - iii) other serious circumstances beyond your control, which could not have been foreseen or prevented and which would have detrimentally affected your performance.
  - iv) accident
10. Indicate for each assessment whether your extenuating circumstances are due to: illness; accident; bereavement; or other circumstances.
11. You may not normally claim extenuating circumstances on the basis that your academic performance has been affected by family, financial or other lifestyle problems. In particular, extenuating circumstances cannot normally be claimed on any of the following grounds (this list is not exhaustive):
  - Inadequate planning, organisation or management on your part
  - Timetabling of coursework or examinations
  - Misreading of assessment dates and times
  - Personal computer, data storage or printer problems
  - Minor illnesses, such as a cold
  - Holidays or social occasions
  - Transport problems

- Moving house
  - Normal work patterns & pressures of employment
  - Pregnancy (unless unexpected complications occur)
12. If you are uncertain whether your claim might be legitimate, please discuss this with your personal tutor or Kerry Hulme (Pastoral Support Worker for Adults and HE).
  13. Attach documentary evidence to the Extenuating Circumstances form.
  14. Kerry Hulme (available in Student Services) email, [Kerry.hulme@riversidecollege.ac.uk](mailto:Kerry.hulme@riversidecollege.ac.uk), will be able to help you to complete the form.

## Extenuating Circumstances

**MUST** be completed by the student

**Riverside  
College**

Widnes & Runcorn

## Form

making the request

**Student Full Name:**  
**Number:**

**Student ID**

**Title of Course:**

**Level/Year:**

**Title of Unit and assignment:**

**Date of assessment:** (i.e. of the exam or due date of assignment)

**Date assessment set:**

**Extenuating Circumstances:**

Accident

Death of a close relative

Illness

Close family illness

Other

Give details and include the date you first became aware of your extenuating circumstances and how they affected your ability to complete the assessment. You may attach an additional sheet.

Evidence of extenuating circumstances attached: YES/NO. List below evidence attached (e.g. *medical note etc.*)

**I confirm that the information I have given is true and that I have read and understood the guidelines on extenuating circumstances.**

Signed:

Date: