

Assignment Submission Procedure

1. Introduction

This procedure is designed to outline IBCM requirements for the submitting of **assignment** based work.

Students are to be given clear and full information upon commencement of their programme on the nature, timing and general criteria of assessment and the need to plan effectively and manage their learning appropriately.

Students need to be aware that the IBCM will keep students updated on changes to policies which may have to be amended from time to time to ensure that all instructions from the awarding bodies are adhered to.

2. Objectives

- 2.1 To ensure that students receive a published assessment schedule (this will identify issue and deadlines of assignments, plus examination dates and dates for assessment activities such as presentations), plus a full briefing regarding procedures for completing and handing in work and of the marking and assessment process.
- 2.2 To ensure that students know where and how to submit assignments for marking & assessment
- 2.3 To ensure that students understand how to claim mitigating circumstances and the appropriate documentation to complete in these instances.
- 2.4 To ensure that students know the importance of formative assessment deadlines as well as final assessment dates
- 2.5 To outline procedures for handling referred work
- 2.6 To outline the consequences of plagiarising work

3. Responsibilities

- 3.1 Students are responsible for submitting their assignments on or all assessment deadlines including both formative and summative.
- 3.2 Tutors are responsible for enforcing this procedure
- 3.3 Students are responsible for submitting any extension requests with the completed mitigating circumstances documentation and relevant supporting evidence
- 3.4 The Programme Leader is responsible for taking all requests for assignment extensions due to mitigating circumstances to the Assessment Board
- 3.5 Students are responsible for keeping a copy of any assignments submitted, with the exception of creative and practical assignments

4. Procedure

- 4.1 All assignments **must** be handed in for formative assessment by the formative deadline date specified on the assignment brief. This provides tutors with the opportunity to give formal feedback to students and enable them to undertake further required work. This is not an optional date. For those students on HNC/D Pearson qualifications this is the opportunity to obtain a formative grading and undertake necessary improvements if an enhanced grade is required. The grade awarded on summative assessment is **final**.
- 4.2 All assignments must be submitted for summative assessment by the final deadline date specified on the assignment brief and programme assessment plan. Any assignments submitted after the deadline (unless mitigating circumstances have been approved) will not be marked and the student will be deemed to have failed that particular module.
- 4.3 Any student who fails to attend classes on submission date must attempt to email their work to the submissions address or deliver their assignment to their tutor in college on the submission date (or before). Exceptions to this will be for students who have written proof that they have been absent on long term sickness, bereavement etc (mitigating circumstances documentation will need to be completed and each case to be looked at individually by the Assessment Board.
- 4.4 Tutors should always give consideration to any students with dyslexia or who have specific needs for which alterations to assessment methods or extension to deadlines are requested. Each situation will be dealt with in consultation with the Programme Lead/Assessment Board and dealt with on an individual basis
- 4.5 If a student does have serious mitigating circumstances then they need to complete the appropriate documentation and return this with supporting evidence to the Programme Leader/Principal at least two days before the final assignment deadline date. The mitigating circumstances form will require detailed information regarding the circumstances, along with evidence supporting the request, for example, a medical note or letter from a third party etc. Each request will be taken to the Assessment Board who will make the final decision on the length of time to be granted. (Where the student is unable to complete the form themselves an agreed representative may be appointed)
- 4.6 If a student fails to meet all the pass criteria on an assignment, there will be one referral opportunity. After this the unit will be deemed to be incomplete. If the student wishes/needs to retake this unit, they will have to complete the relevant programme of unit study again and pay the required fee.
- 4.7 Students will be given clear deadlines for referred work and must keep to the same procedures for the original submission e.g. use of AE1 or AE2 forms to request additional time to submit referred work.
- 4.8 Resubmitted referred work that meets all required outcomes will be awarded a pass grade only.
- 4.9 All students must keep a copy of any written assignment submitted. The College maintains the right to request a second copy should it be required.

- 4.10 All students must accurately reference all source material in assignments
- 4.11 All students must sign a plagiarism statement to confirm authenticity when submitting assignments (see Plagiarism policy)
- 4.12 Students will fail assignments/units if:
 - they fail to submit
 - they fail to meet the pass criteria (after 1 referrals)
 - they fail to submit by the agreed deadline without mitigating circumstances
 - they are found to have been guilty of breaching the Plagiarism Policy
- 4.13 All students have the right to appeal an assessment decision according to the IBCM appeals procedure
- 4.14 Notwithstanding serious mitigating circumstances, all assignments must have been submitted on or before the deadline for each unit. Final summative assessment and Internal quality assurance of the full course will take place one month after programme completion. After this time no assignments may be submitted.

Related policies and procedures

- Assessment and Verification Policy
- Plagiarism Policy
- Appeals procedure
- Malpractice Policy