

## Assignment Submission Procedures

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### 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 the requirements in respect of applying for a short term extension (up to 7 days)
- 2.4 To ensure that students understand how to claim extenuating circumstances (for longer extensions to submission deadlines) and the appropriate documentation to complete in these instances.
- 2.5 To ensure that students know the importance of formative assessment deadlines as well as final assessment dates
- 2.6 To outline procedures for handling referred work
- 2.7 To outline the consequences of plagiarising work

### 3. Scope

- 3.1 This policy applies to all assignment based work at IBCM and the different awarding bodies for whom assignments are prepared (Pearson, ILM, NCC) . Any specific instructions from individual awarding bodies will be highlighted to students during their induction to IBCM

## **4. Responsibilities**

- 4.1 Students are responsible for submitting their assignments by all assessment deadlines including both formative and summative.
- 4.2 Tutors/Assessors are responsible for enforcing this procedure
- 4.3 Students are responsible for submitting any extension requests with the completed extenuating circumstances documentation and relevant supporting evidence
- 4.4 The Academic & Quality Manager is responsible for authorising short extension requests (up to 7 days) and for taking all requests for assignment extensions due to extenuating circumstances to the Assessment Board
- 4.5 Students are responsible for keeping a copy of any assignments submitted, with the exception of creative and practical assignments

## **5. Procedure**

- 5.1 As detailed above, students must hand in their assignments by the required deadline for both formative (where applicable) and summative assessment. Deadlines are specified on each student's Individual Assessment Plan as well as on the assignments themselves.
- 4.2 Students must submit their assignments/assessments for formative assessment by the formative deadline date specified on their Individual/Cohort Assessment Plan and on the Assignment brief. Formative assessment is the opportunity for students to gain formal feedback on their progress, enabling students to undertake further required work where needed. Formative feedback is to be formally documented by the assessor and will also be subject to IQA Sampling (as detailed on the IQA Sampling Plan)
- 4.2 All assignments must be submitted for summative assessment by the final deadline date specified on the assignment brief and IAP. (see late submission below)
- 4.3 Students may request an extension for up to 7 days from their assessor. This can be done in writing (via email) and must be for a valid reason. All such requests need to be approved by the Academic and Quality Manager.
- 4.4 Where students have serious extenuating circumstances and cannot submit their assignment on time, they may apply for an extension over 7 days. The appropriate documentation will need to be completed and returned with supporting evidence to the AQM /Principal at least two days before the final assignment deadline date. The extenuating 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.. (Where the student is unable to complete the form themselves an agreed representative may be appointed). Circumstances that qualify as extenuating are detailed in the IBCM Extenuating Circumstances Policy.
- 4.5 Any assignments submitted after the deadline (unless 4.3/4.4 have been agreed,) will automatically be referred due to non-submission. (Where this is a resubmission, the student will be deemed to have failed that particular module, unless extenuating circumstances have again been agreed and the appropriate documentation has been completed).

- 4.6 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 Academic & Quality Manager/Programme Lead and dealt with on an individual basis (see Reasonable adjustments policy)
- 4.5 If a student fails to meet all the pass criteria on an assignment, there will be one resubmission opportunity. All resubmissions must be authorised by the IQA. For Pearson/NCC assignments the grade for reassessment will be capped at a pass. Students must keep to the same procedures as for the original submission, for example, the use of the extenuating circumstances form to request additional time to submit referred work. (For ILM resubmissions, these will be matched against the criteria/sufficiency descriptors as for the first submission)
- 4.6 A student who has still not achieved the pass grade following the reassessment, can, at assessment board discretion, be permitted to retake the whole unit. This will involve full study of the unit, along with appropriate payment. The overall grade for the unit is capped at a pass grade. Units can only be repeated once.
- 4.8 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.
- 4.9 All students must accurately reference all source material in assignments
- 4.10 All students must sign a statement to confirm authenticity when submitting assignments (see IBCM student charter and Disciplinary policy for further information on academic misconduct including plagiarism)
- 4.11 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 extenuating circumstances
  - they are found to have been guilty of Academic misconduct (in line with the stages outlined in the Disciplinary Policy)
- 4.12 All students have the right to appeal an assessment decision according to the IBCM Assessment Appeals Policy and awarding body regulations
- 4.13 Notwithstanding extenuating 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

- IBCM Assessment and Verification Strategy
- Student Charter and Student Disciplinary Policy
- Assessment Appeals procedure
- Extenuating Circumstances Policy
- Reasonable Adjustments Policy

These policies & procedures can be found at [IBCM Policies & Procedures](#).

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