

Dept. of Computing Policy on Late or Missed Assessment.

When reading the policy below please understand that:

- The lecturer in charge is **not permitted** to grant individual assignment extensions under any circumstances.
- To be considered at all a medical certificate or a letter from a counsellor must be presented within 5 working days after the due date or date of test.
- The medical certificate or counsellor's letter must:
 - State the period of time the student was unfit in relation to the due date
 - State that the doctor or counsellor is aware of the reason for the medical certificate or the letter being provided (i.e. the unit name and assessment item must be mentioned in the certificate).

Missed Tests and Invigilated Assessments

If the student can provide acceptable evidence as to why they missed the test then the lecturer in charge can choose to replace the missing test mark with the final exam mark. For example if a unit has a test worth 25% of the final assessment and the student concerned scored 50% in the final exam then their test mark would become 12.5 out of 25.

In the case where:

- The student makes no contact with the lecturer in charge regarding the missed test; or
- the lecturer in charge does not deem the student's reason for missing the assessment as reasonable (e.g. "I slept in this morning" is not acceptable); or
- The student cannot provide evidence regarding their reason for missing the test; then the lecturer in charge must record DNA (did not attend) for the missed test.

Late Submission of Assignments

In the case where

- a student has encountered minor personal difficulties (e.g. illness not requiring hospitalisation); and
- the student has provided documentation regarding their difficulty to the lecturer in charge; and
- the lecturer in charge considers the difficulty to have had a reasonable impact on the student's ability to complete the assignment by the submission deadline;

then the student *must still hand the assignment in by the submission deadline* but the lecturer in charge will make an allowance for the student's situation when determining the mark for the assignment. The allowance will be determined by considering the duration of the problem and how much of the assignment the student should have completed while unaffected by their problem.

In the case where a student has encountered a major difficulty (e.g. illness requiring hospitalisation), the student should provide the appropriate documentation to the Head of the Department of Computing, who will consider what actions can be taken with regard to the student's assignment, in consultation with the lecturer in charge.

Students who cannot complete the entire assignment by the due date are advised to hand in what they have completed by the submission deadline.