

Policy Briefing: Grading and the Late Submission of Work

As a result of a recent query from a centre the question of accurate interpretation of the QAA Grading Scheme Handbook Section C in relation to late submission policy was raised.



The QAA define a late submission as follows¹:

*'If work is submitted after the formal deadline has passed, and no extension has been granted (and there are no exceptional extenuating circumstances which explain the failure to request an extension), all grade indicators for the **assignment** must be capped at pass'.*

Of particular note here is the use of the word '**assignment**' rather than unit. It is therefore the grade descriptors for the specific assignment that are capped at Pass rather than the entire unit. Therefore, where a unit is assessed via a single assessment / assignment, then the grade descriptors for the entire unit (and therefore the unit grade) will be capped at Pass.

However, where there is more than one assessment / assignment for a unit then **only** the grade descriptors for that assignment are capped. This will mean that the grade descriptors carried forward to the overall calculation of the unit grade will be capped at Pass and **not** the entire unit.

For example:

Unit Grade Descriptors	Assignment One (GDs Assigned)	Assignment Two (GDs Assigned)
GD 1	LATE (P)	M
GD 2		M
GD 5	LATE (P)	
GD 7	LATE (P)	M

In this example the first assessment / assignment is capped at Pass but the second (handed in on time is not)... In this example there would be a Grade Profile of PPPMMM (with GD7 given a result split between P and M)... The assessor would then need to employ their professional judgement in providing an overall grade for the unit. The QAA do not give guidance on this beyond the notion of use of professional judgment. The fact that some work is late may be a factor in making this judgment but not to the exclusion of other factors which might lead the assessor to assign the higher Merit grade to the unit.

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¹ QAA Grading Scheme Section C at C (2nd bullet point)