UNIVERSITY OF CAMBRIDGE

Education Quality and
Policy Office

Policy cover sheet

Policy name	Late submissions policy
Purpose	To ensure a clear and consistent approach to managing late submission of work; to allow for clear communication to stakeholders
Owner	Examinations and Assessment Committee
Contact	Emma Paulus educationalpolicy@admin.cam.ac.uk
Approved by	Examinations and Assessment Committee (Nov 2021)
Approval date	November 2021
With effect from	November 2021
Next review due	October 2023
Version	1.0 final/draft

Background and drivers

1   The pandemic and subsequent closure of the University buildings necessitated large-scale changes to assessment methods in Easter term 2020, including a move to online examinations for some papers. This practice continued for some examinations in 2020/21.

2   Summative assessment was rolled out to all subjects in 2020/21 and many subjects chose to continue with online exams.

3   The delivery of exams in the Easter term 2021 brought challenges which had not been considered when agreeing to a move to online exams, and relevant guidance and policy was not in place.

4   The EAMC and Exam Review process saw a number of applications in the Easter term and Long vacation 2021 for allowance where exam scripts hadn't been uploaded correctly, or beyond the exam window. Action that could be taken was limited given the lack of guidance and policy.

5   It is assumed that online assessment will continue to be an option to departments when considering modes of assessment and this policy offers an opportunity to standardise practice across all examinations, irrespective of mode of assessment.

Policy on late submissions

1   All students are responsible for ensuring that they are aware of the start and end time of their exams. Students with reasonable adjustments should speak to their College to confirm the end time of their exams.

Students are responsible for their submission for an exam. This includes the following:

2   Students are responsible for ensuring that the work left on a desk for an in-person exam, tied or in a booklet, is their complete work for marking. Any parts of that script that are not tied for submission or that are placed in the waste bin or removed from the room will not be considered for marking retrospectively.

3   Students are responsible for uploading their examination script for open book, online exams by the end time of their exam. Any scripts submitted after the end time of the exam will not be considered for marking.

4   Penalties for late submission of scripts for timed exams will be applied. Any received after the maximum penalty time[1] will not be considered for marking.

5   Students should make use of the practice tests and upload functionality available with online systems prior to their exam so that they are familiar with the functionality.

6   Students are responsible for ensuring that the exam script uploaded is complete. Any parts of a script that are supplied after the end time will not be considered for marking.

7   Examiners or colleagues in departments will not contact students or their College where work is missing.

8   Where an examination script has not been submitted by the end time, or in the case of timed exams, beyond the last penalty point[1], Examiners will award a mark

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[1] Up to ten minutes over writing and upload times plus 10-20% of permitted time writing plus uploading time.

of zero. Where parts of an exam script are missing, Examiners will only mark the work presented.

9   The EAMC will not consider submission of an exam script beyond the end time, as a reason for an allowance and will not normally consider such applications.

10   The Exam Review process does not consider submission of an exam script beyond the end time, as a reason for a Review and will not normally consider such applications.