

HOW TO PROCESS A LATE SUBMISSION

Students are responsible for submitting their work on time. In the event that work cannot be submitted by its deadline (i.e. if you miss your assessment deadline), you need to send your assessment to London Assessments via email.

Please follow the steps below:

1. Send an email **with** your work to LondonAssessments@uwtsd.ac.uk
2. To be considered, your **email should contain**:
 - Your name
 - Your student number
 - The module name and/or code
 - The assignment number (the assessment it refers to)
3. Your mark will then be subject to the University's rules with regards to Late Submissions:

FIRST ATTEMPT STUDENTS

- Capped to 40% (50% for Level 7) if submitted within 1 week of the deadline
- Work handed beyond one week will NOT be accepted; this will be recorded as a nonsubmission and you will be given a mark of 0%

RESIT STUDENTS

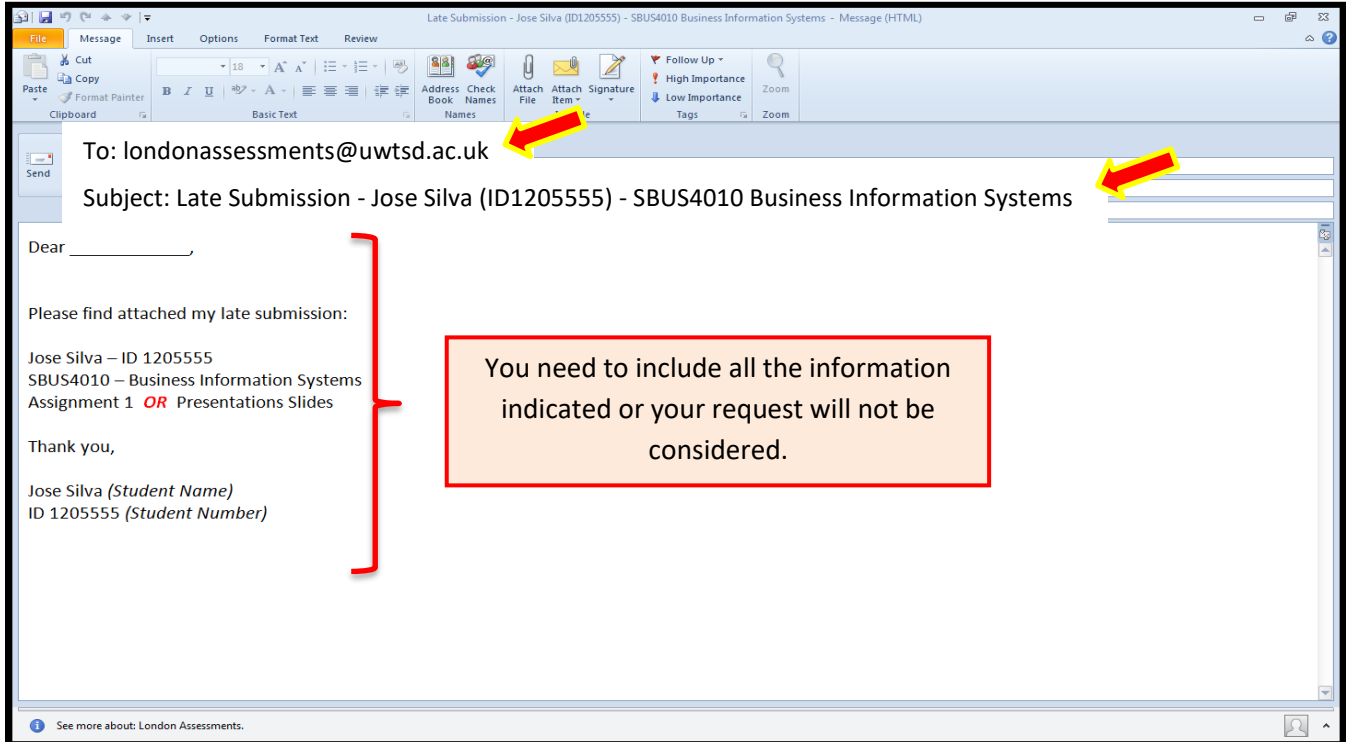
- If submitted within 1 week of the deadline, a late penalty will be applied – the mark will be recorded as 0%. If an ECP outcome is to lift the penalty, the full mark capped to 40% (50% for Level 7) will be given
- Work handed beyond one week will NOT be accepted; this will be recorded as a nonsubmission and you will be given a mark of 0%

IMPORTANT NOTES:

1. If your email does not contain the information detailed above, your request **WILL NOT** be considered (*please see template below*);
2. You need to provide **clear instructions** to the London Assessments Team so they can process your request correctly;

3. London Assessments is **NOT RESPONSIBLE** for any content or incorrect upload of your assessment **due to lack of proper information and instructions**;
4. London Assessments will upload your assessment to Moodle as a result of a late submission. However, students will be held responsible and accountable for any copyright infringement that may occur as a result of their submission, and will be subject to the University's current rules and regulations with regards to penalties imposed on Late Submissions and Unfair Practice.
5. London Assessments will **ALWAYS** reply your late submission email. If you **DO NOT** receive a reply/confirmation, then you should assume that we have **NOT** received your request;
6. Please **ALWAYS CHECK your inbox for our response**.

EMAIL TEMPLATE TO USE:



To: londonassessments@uwtsd.ac.uk

Subject: Late Submission - Jose Silva (ID1205555) - SBUS4010 Business Information Systems

Dear _____,

Please find attached my late submission:

Jose Silva – ID 1205555
SBUS4010 – Business Information Systems
Assignment 1 **OR** Presentations Slides

Thank you,

Jose Silva (*Student Name*)
ID 1205555 (*Student Number*)

You need to include all the information indicated or your request will not be considered.

See more about: London Assessments.