

Penalties for lateness and overlength work

Any student who is concerned that they will be unable, for whatever reason, to hand in assessed written work to the deadline assigned by the Tutor should *in the first instance* apply directly to the Departmental Tutor (not the course tutor) for an extension to the deadline. Good reasons such as ill-health, unexpected domestic upheaval or bereavement will be judged sympathetically but we expect students to provide some documentation, medical or otherwise, to support their application for an extension.

Late essays, project papers or dissertations handed in without an extension from the Department Tutor will have the following percentage marks deducted:

- For the **first day** a piece of work is late 5% will be taken off the unpenalised mark eg. an essay given 65% will be entered at 60%.
- For a piece of work submitted **2-6 days** after the deadline, including weekends and Bank holidays, 10% will be deducted from the given mark.
- **Thereafter** an essay would receive a maximum mark **EITHER**: of 40% (a bare pass) or 50% for MA marks, if the work is of pass level, **OR**: 20% lower than the unpenalised mark **whichever is the lower** (eg. a mark of 52 would become 32 not 40).
- **A mark of zero** will be incurred for unexcused pieces that are
 1. submitted **more than 1 day into the next term after the essay deadline****OR**
 2. In the case of an essay with an early or mid term deadline (eg. some specific Core Course essays) **submitted more than 3 weeks late.**

Overlength work will be penalised by 10% and any work that is overlength by 20% or more will be given a maximum mark of 40%, or 50% for MA work, if deemed to be of pass level.