

## **4.4 Penalties for coursework essays and dissertations**

### **4.4.1 Penalties for late submission of coursework and dissertation**

Unless you have been granted an extension, any essay submitted after the relevant deadline will be penalised as follows:

- Work submitted on the calendar day after the deadline: 5 mark deduction
- Work submitted on calendar day 2 after the deadline through to calendar day 7: 15 mark deduction
- Work submitted more than 7 calendar days after the deadline through to the second week of the third term: mark of 0, but the assessment will be considered complete.

Students are advised to submit essays even if they will receive a late submission penalty. Failure to submit all the required assessed coursework by the end of the second week of the third term will result in a final result for the module of 'incomplete'. UCL regulations require that a student completes the assessment for all modules taken during their degree programme in order to graduate.

### **4.4.2 Penalties for overlength coursework essays and dissertations**

Assessed work must not exceed the required word count. To perform an accurate word count, you should highlight the text of the essay from the first word of the introduction to the last word of the conclusion and ensure that 'Include footnotes/endnotes' is ticked in the word count dialogue box. Any essay found after submission to have exceeded the word limit will be penalised as follows:

- Up to 10%: 10 mark deduction. The mark will not be reduced below the pass mark of 40, assuming that the work merits a pass.
- More than 10%: A mark of 0

If coursework is both late and overlength, the greater of the two penalties will apply.

Please note that penalties are not applied by the tutor marking the essay, but by the Chair of the Board of Examiners, and are included in the calculation of the final overall mark for the module. You will be notified of this mark in June.

If you are in any doubt of the regulations regarding penalties for late coursework/ dissertation submission, or penalties relating to excessive word length, please do not hesitate to contact the Undergraduate Team for clarification.