



UCL policy on Late Submission of Coursework and Over-length Coursework

Late Submission of Coursework:

- The full allocated mark should be reduced by 5 percentage points for the first working day after the deadline for the submission of the coursework.
- The mark will be reduced by a further 10 percentage points if the coursework is submitted during the following six days.
- Providing the coursework is submitted before the end of the first week of term 3 for undergraduate courses or by a date during term 3 defined in advance by the relevant Master's Board of Examiners for postgraduate taught programmes, but had not been submitted within seven days of the deadline for the submission of the coursework, it will be recorded as zero but the assessment would be considered to be complete.
- In the case of dissertations and project reports submitted more than seven days late, the mark will be recorded as zero but the assessment would be considered to be complete.
- Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.
- For permission to derogate from these penalties, an application should be made to the Chair of the UCL Board of Examiners through the relevant Faculty Tutor.

Over-length Coursework, including dissertations:

- Assessed work should not be more than 10% longer than the prescribed word count. Assessed work with a stated word count above this maximum should not be accepted for submission (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but immediately returned to the student with instructions to reduce the word length. The work may then be resubmitted, except insofar as penalties for late submission may apply.
- If submitted work is subsequently found to have an inaccurately stated word count, and to exceed the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks, subject to a minimum mark of a minimum pass assuming that the work merited a pass.
- For work which exceeds the upper word limit by 20% or more, a mark of zero will be recorded.
- For discipline specific practices such as tables, pictures and graphs, Departments should specify in writing to students whether these are recorded as part of the upper word limit and how this will be counted.