

## **Policy for the Submission, Retention and Return of Student Work**

### **1 Submission of work**

#### **1.1 Written work**

Students are required to submit assessed written work accompanied by a cover sheet to their Campus Registry on or before the submission deadline for that assessment task. The Registry records receipt of all written work when accompanied by a completed cover sheet. Faxed submissions are not accepted. Electronic submissions are accepted where specified in the assessment brief and must be accompanied by a completed cover sheet also submitted electronically. Use of Turnitin for written work is mandatory.

#### **1.2 Practical work**

Students submit practical work normally in the studio areas to the Unit Leader on or before the submission deadline for that assessment task. The type and volume of practical work is recorded via the completion of a cover sheet that is submitted to the Unit Leader or nominee. The Unit Leader or nominee is required to confirm that the description of the work matches what has been submitted on the cover sheet by initialling the appropriate box provided. The date that the work has been received should then be recorded by the Unit Leader or nominee using the Assessment Grade spreadsheet also used to record the unit marks and grades.

### **2 Retention of work**

2.1 Assessed work is retained for the period of assessment;

2.2 Selected assessed work is required for review by External Examiners. In some cases it is not possible to retain this work at the University: for example, where there is not sufficient space to store practical work or where return of work is necessary as part of the learning, teaching and/or assessment strategy. In these instances students will be informed that they may be required to re-present their work for audit by external examiners;

2.3 The University may retain samples of work (in particular Dissertations) for Learning and Teaching purposes and for the requirements of QAA (HE), Ofsted (FE), or Professional, Statutory and Regulatory Bodies.

2.4 It is each Course Leader's responsibility to retain sample assessed work.

### **3 Return of work**

3.1 Students will be expected to reclaim work within two weeks after the indicative grades for the purposes of assessment feedback have been issued. Where this is not possible, students should notify the Campus Registry within those two weeks in order to make alternative arrangements.

- 3.2 Course teams are responsible for the security of work during the assessment period and for the security of any work retained after this point.
- 3.3 Work submitted at Resit during the summer vacation should be collected by the student within two weeks of publication of the marks following the Resit Board of Examiners. Students who are unable to collect their work must make suitable alternative arrangements. If no such alternative arrangements have been made, the University will dispose of any work remaining after the two weeks have expired.

#### **4 Campus Closure**

- 4.1 In the event of campus closure (usually in instances of adverse weather conditions) and when students have an assignment due for submission, the following guidelines will apply:
- If an assignment is due to be physically submitted and the campus is closed for 24 hours or more, then a new submission deadline will apply.
  - The new deadline for physical submission will be, where practicable, the next working day that the campus has reopened.
  - If the assignment was due to be submitted electronically, submission should still be made within the original deadline, unless specifically instructed otherwise through myUCA.
  - If a campus is open, but due to personal circumstances a student cannot get to the campus then they should submit a request for an extension under the Mitigating Circumstances Regulations and contact the Campus Registry in the first instance.

*Approved by QEC  
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