

## Online exams and late submission – April/May 2021, June 2021 and August 2021 exam diets

The following outlines the rules to be applied to exams taken at the April/May 2021, June 2021 and August 2021 exam diets. Please read this carefully but in summary:

- **Students must ensure that the correct version of their exam is submitted. On some exams it is possible to make more than one submission. In such cases the final submission will count as the student's attempt.**
- **The different categories of exam have different scheduled exam times. This is explained in the examples below.**
- **Any exam submitted after the end of the scheduled exam time will be '**LATE**' and will be graded 'H' (zero grade points).**

The following applies to all categories of assessment classified as an exam. The different categories are:

- Open exam within 24 hours
- Timed exam within 24 hours
- Timed exam – fixed start time
- Seen exam – 24 hours to submit

### Submission of online exams

It is the student's responsibility to check that what they submit is the correct version. A blank or unreadable submission will be graded 'H'. (Normal reassessment provisions will apply.) A submission that the student subsequently claims was a draft or incorrect version will still be the version that is marked.

For exams where it is possible to make more than one submission, the **final submission** will be taken as the student's attempt and will be marked. If the final submission is late, the exam submission will be counted as **late** (earlier submissions cannot be counted even if they were submitted before the end of the scheduled exam time). In an exam which includes different parts which are submitted separately, the final submission of each part is the one that will be marked. Exam instructions will indicate whether it is possible to make more than one submission.

### Late submissions

It is the student's responsibility to monitor and manage the time scheduled for the exam – see our [guidance](#) on using your time during an exam. For most online exams it will be possible to submit late, but there is some variation in how this works. For each exam, the exam front page will explain the situation for that exam.

A submission received after the end of the scheduled exam time will be regarded as **late**.

For online exams, 'double time' is being scheduled for all timed exams. For example, a 'two hour' exam must be completed within a four hour window. Two hours is for completion of the exam and the additional two hours is available to allow for download, upload, checking the file(s) to be uploaded, additional time for disabled students, and minor disturbances/interruptions in the setting where the student is taking the exam. Students who have been assessed by the Disability Service as requiring extra time under normal exam conditions will, on top of the 100% additional time allocated for the online exam, have a further hour in which to complete the paper. In most cases students should therefore be in a position to submit well before the end of scheduled exam time.

For most online exams, technically it will be possible for students to make a **late** submission in Moodle up to two hours after the end of the scheduled exam time. After two hours, submission will not be technically possible and the exam will be treated as a non-submission.

**A late submission will be graded 'H'.** This means **it will carry zero grade points** but will be treated as a 'submission' for the purposes of the award of credit. A submission received immediately after the end of the scheduled exam time will be treated in the same way as one submitted up to two hours late.

**\*\*\* Where late submission is technically possible, it will be considered "LATE" and graded "H" \*\*\***

Exceptions:

**1. Timed exam within 24 hours, where the student is required to upload their completed answers**

At the end of each student's scheduled exam time Moodle will 'auto-submit' the uploaded file(s). Students will have no further access to the exam and will no longer be able to submit their completed answers to Moodle. In order to facilitate a 'late period', students who have not submitted their completed answers by the end of the scheduled exam time will be able to submit by e-mailing their file(s) to the School/RI in accordance with instructions on the front sheet of the exam.

Submissions made direct to the School/RI in the **two hours** following the end of the scheduled exam duration will be treated as 'late' and graded 'H'.

Submissions made after this time will be treated as a non-submission.

**2. Any online exams where answers are input directly into Moodle by the student** (as opposed to online exams where students are required to upload their own document(s) once their answers are complete). The sorts of exams where this will apply include:

- multiple choice papers, where students answer in Moodle by selecting an answer using a radio button; and
- short answer papers, where students enter a short answer into text boxes in Moodle.

On these exams, **no period for late submission will be available.**

For such exams, Moodle will save all answers as they are input by the student, and at the end of the scheduled exam time Moodle will 'auto-submit' all saved answers. (Alternatively, students have the option to confirm submission within the scheduled exam time as soon as their answers are complete.) After the end of the scheduled exam time, students will have no further access to the exam. In the event that the student has completed no answers within the scheduled exam time, the exam will be treated as a non-submission.

Students who have been assessed by the Disability Service as requiring extra time, and are therefore entitled to an additional one hour on top of the scheduled exam time, should pay particular attention to the submission instructions given on the exam front sheet as these may differ from the instructions for other students.

**Request to have 'late' grade 'H' waived:** Where an exam is submitted late and the student has been prevented from submitting on time, they may submit a Good Cause claim in MyCampus within five working days of the exam. (Any submission to Moodle received after the end of the scheduled exam time will be flagged to the student as having been submitted late. Students should check their email folders including 'Junk email'.) For the claim to be accepted, the student must show that they were prevented by illness or other adverse circumstances beyond their control from submitting the exam on time. If the Good Cause claim is accepted the submission will not be graded 'H' but will be marked as normal.

**Good Cause for non-submissions:** A non-submission is where the student does not attempt the exam or does not attempt to submit until after the end of the 'late' period (where a late period is available). This is important because the award of credit depends on enough assessment being submitted for the course or the programme as a whole. In the event that a student has been unable to submit the exam, due to illness or other adverse circumstances beyond their control (whether or not associated with the pandemic), they may submit a Good Cause claim in MyCampus within five working days of the exam. If the Good Cause claim is accepted, the most common outcome is that the assessment will need to be completed at a later date. This will usually be at the resit diet, which takes place during the summer vacation. In some cases (e.g. in the final year of some honours or integrated masters programmes), some assessment missed with Good Cause may be disregarded.

**Technical difficulties experienced while taking an online exam:** A student who experiences technical difficulties with accessing, completing, checking or submitting an exam should immediately contact the IT helpdesk, using the contact details provided on the exam front page. (In the event of submitting a Good Cause claim for late or non-submission due to technical issues, students may support their claim with reference to an IT Helpdesk Incident number.)

## Examples

Example 1: Open exam within 24 hours: Students should aim to spend no more time than indicated on the exam paper. Students must upload and submit answers within the 24-hour period.

**Exam date 26/04/2021. Exam start time (BST) 09:30. Expected exam duration 02:00.**

Students must submit by 09.30 on 27/04/2021. The exam may be submitted late in Moodle.

Exam submitted from 09.30 26/04/21 and up to 09.30 27/04/21	Exam submitted between 09.30 and 11.30 on 27/04/21	11.30 27/04/21 onwards
<b>Within scheduled time</b>	<b>Late</b>	<b>Not possible to submit</b>
<b>Graded as normal</b>	<b>Graded 'H' – zero grade points, but counts towards the award of credit</b>	<b>Treated as a non-submission: may result in Credit Withheld/Credit Refused (CW/CR)</b>

Example 2A: Timed exam within 24 hours, completed file(s) to be uploaded to Moodle. The exam can be started at any time during the 24 hour period. Students should aim to spend no more time than indicated on the exam paper. Students must complete and upload answers within the 24 hour period.

**Exam date 29/04/21. Exam start time (BST) 09:30. Expected exam duration 02:00.**

Student elects to start exam at 10.15 on 29/04/21. As it is a two hour exam, a four hour window is available for completion of the exam. The scheduled exam time for that student therefore ends at 14.15.

If the student has been assessed by the Disability Service as requiring extra time, their scheduled exam time ends at 15.15.

Exam submitted from 10.15 and up to 14.15 on 29/04/21	After 14.15, no further upload to Moodle possible. Completed answers submitted direct to School/RI between 14.15 and 16.15 on 29/04/21	Completed answers submitted to School/RI from 16.15 onwards on 29/04/21.
<b>Within scheduled time</b>	<b>Late</b>	<b>Outwith late period</b>
<b>Graded as normal on the basis of what is submitted by student during the scheduled time or what is 'auto-submitted' by Moodle at the end of the scheduled time.</b>	<b>Graded 'H' – zero grade points, but counts towards the award of credit</b>	<b>Treated as a non-submission: may result in Credit Withheld/Credit Refused (CW/CR)</b>

For a student who has been assessed by the Disability Service as requiring extra time, if the exam is submitted by 15.15 it is submitted on time and will be graded normally. If it is submitted between 15.15 and 17.15 it is treated as submitted late and will be graded H (zero grade points). If the exam is submitted after 17.15 it will be treated as a non-submission. Instructions on how to submit the exam will be included on the exam front sheet and may differ from the instructions for other students.

Example 2B: Timed exam within 24 hours - The exam can be started at any time during the 24 hour period. Students should aim to spend no more time than indicated on the exam paper. Students must complete and upload answers within the 24-hour period.

**Exam date 29/04/21. Exam start time (BST) 09:30. Expected exam duration 02:00.**

Student doesn't start the exam until 06.15 on 30/04/21. As it is a two hour exam, a four hour window would normally be available for completion of the exam. The scheduled exam time for that student would therefore end at 10.15. However, the 24 hour window for completing the exam closes at 09.30 on 30/04/21 so the student must upload by then to be within the scheduled exam time.

For a student who has been assessed by the Disability Service as requiring extra time, while they are entitled to a five hour scheduled exam time **within** the 24 hour window, the window will still close at 09.30 On 30/04/21.

Exam submitted from 06.15 and up to 09.30 on 30/04/21	After 09.30, no further upload to Moodle possible. Completed answers submitted direct to School/RI between 09.30 and 11.30 on 30/04/21	Completed answers submitted to School/RI from 11.30 onwards on 30/04/21.
<b>Within scheduled time</b>	<b>Late</b>	<b>Outwith late period</b>
<b>Graded as normal on the basis of what is submitted by student during the scheduled time or what is 'auto-submitted' by Moodle at the end of the scheduled time.</b>	<b>Graded 'H' – zero grade points, but counts towards the award of credit</b>	<b>Treated as a non-submission: may result in Credit Withheld/Credit Refused (CW/CR)</b>

Example 2C: Timed exam within 24 hours, all answers completed directly in Moodle (e.g. Multiple Choice or short answer paper). The exam can be started at any time during the 24 hour period. Students should aim to spend no more time than indicated on the exam paper.

**Exam date 11/05/21. Exam start time (BST) 09:30. Expected exam duration 02:00.**

Student elects to start exam at 11.20 on 11/05/21. As it is a two hour exam, a four hour window is available for completion of the exam. The scheduled exam time for that student therefore ends at 15.20.

If the student has been assessed by the Disability Service as requiring extra time, their scheduled exam time ends at 16.20.

Exam submitted from 11.20 and up to 15.20 on 11/05/21	15.20 onwards on 11/05/21
<b>Within scheduled time</b>	<b>Not possible to submit – no further access to exam</b>
<b>Graded as normal on the basis of what is submitted by student during the scheduled time or what is 'auto-submitted' by Moodle at the end of the scheduled time.</b>	<b>If no answers have been completed by the end of the scheduled exam time the exam will be treated as a non-submission: may result in Credit Withheld/Credit Refused (CW/CR)</b>

For a student who has been assessed by the Disability Service as requiring extra time, if the exam is submitted by 16.20 it is submitted on time and will be graded normally. No further submission beyond this time is possible and if no answers have been completed by then the exam will be treated as a non-submission.

Example 3: Timed exam – fixed start time: The exam will have a fixed start time and duration. Students must upload and submit answers within the scheduled time.

**Exam date 04/05/21. Exam start time 09:15 (BST). Expected exam duration 01:30.**

As the exam has an expected duration of one and a half hours, a three hour window is available for completion of the exam. This starts at the exam start time. The scheduled exam time therefore ends at 12.15. The exam may be submitted late in Moodle.

If the student has been assessed by the Disability Service as requiring extra time, their scheduled exam time ends at 13.15.

Exam submitted from 09.15 and up to 12.15 on 04/05/21	Exam submitted between 12.15 and 14.15 on 04/05/21	14.15 on 04/05/21 onwards
<b>Within scheduled time</b>	<b>Late</b>	<b>Not possible to submit</b>
<b>Graded as normal</b>	<b>Graded 'H' – zero grade points, but counts towards the award of credit</b>	<b>Treated as a non-submission: may result in Credit Withheld/Credit Refused (CW/CR)</b>

For a student who has been assessed by the Disability Service as requiring extra time, if the exam is submitted by 13.15 it is submitted on time and will be graded normally. If it is submitted between 13.15 and 15.15 it is treated as submitted late and graded H (zero grade points). After 15.15 it is not possible to submit and will be treated as a non-submission. Instructions on how to submit the exam will be included on the exam front sheet and may differ from the instructions for other students.

Example 4: Seen exam – 24 hours to submit: The questions will be released prior to the date of the exam, as advised by the School. Students then have the entirety of the 24 hour period on the scheduled date of the exam to upload and submit their answers.

**Exam date 12/05/21. Exam start time 14:00 (BST). Expected exam duration 02:00.**

There is a 24 hour period available for submission of the exam, starting at the Exam start time.

Exam submitted from 14.00 on 12/05/21 and up to 14.00 on 13/05/21	Exam submitted between 14.00 and 16.00 on 13/05/21	16.00 on 13/05/21 onwards
<b>Within scheduled time</b>	<b>Late</b>	<b>Not possible to submit</b>
<b>Graded as normal</b>	<b>Graded 'H' – zero grade points, but counts towards the award of credit</b>	<b>Treated as a non-submission: may result in Credit Withheld/Credit Refused (CW/CR)</b>