

## Online exams and late submission 2022-23

The following outlines the rules to be applied to exams taken during the 2022-23 session. 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'. The same will apply where the student fails to follow the instructions on uploading their answers (e.g. providing a link to a SharePoint site rather than uploading a file). 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. 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 most online timed exams, you will have a specified period of time to complete the exam and then a further 30 minutes in which to upload your answer file(s).<sup>1</sup> For example, for a 'two hour' exam you will have two hours for completion of the exam and an additional 30 minutes to upload your answers, i.e. the 'scheduled exam time' is a total of two and a half hours. For students who have been assessed by the Disability Service as requiring extra time, the scheduled exam time will be increased by the appropriate amount (see examples below).

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 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'.

Any 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

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<sup>1</sup> 30 minutes is the standard upload time for exams with five or fewer answer files. Where, exceptionally, an exam has more than five answer files staff should determine the time required for students to successfully upload the number and type of files, and this time will be clearly indicated on the exam front page.

- 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 will have the appropriate amount of time added to their scheduled exam time.

**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, 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 should support their claim with reference to an IT Helpdesk Incident number.) The IT Helpdesk is available 24 hours a day during exam diets. Students should keep the web address and telephone number to hand during the diet.

## Examples

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

**Exam date 26/04/2022. Exam start time 09:30. Expected exam duration 02:00.**

All students must submit by 09.30 on 27/04/2022. The exam may be submitted late in Moodle.

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| Exam submitted from 09.30 26/04/22 and up to 09.30 on 27/04/22 | Exam submitted between 09.30 and 11.30 on 27/04/22                            | 11.30 27/04/22 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. An additional 30 minutes is available for upload of completed answer file(s). Students must complete and upload answers within the 24 hour period.

**Exam date 28/04/22. Exam start time 09:30. Expected exam duration 02:00.**

Student elects to start exam at 10.15 on 28/04/22. As it is a two hour exam, a two and a half hour window is available: two hours for completing the exam and 30 minutes for file(s) upload. The scheduled exam time therefore ends at 12.45.

If the student has been assessed by the Disability Service as requiring extra time, their scheduled exam time will be extended by the appropriate amount of time.

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| Exam submitted from 10.15 and up to 12.45 on 28/04/22  | After 12.45, no further upload to Moodle possible. Completed answers submitted direct to School/RI between 12.45 and 14.45 on 28/04/22 | Completed answers submitted to School/RI from 14.45 onwards on 28/04/22.                 |
| <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 25% extra time, i.e. an additional 15 mins per hour, the scheduled end time for the exam is 13.15 (two hours + an additional 30 minutes + 30 minutes upload time). If the exam is submitted by 13.15 it is submitted on time and will be graded normally. If it is submitted to the School/RI between 13.15 and 15.15 it is treated as submitted late and will be graded H (zero grade points). If the exam is submitted after 15.15 it will be treated as a non-submission. Instructions on how to submit the exam will be included on the exam front sheet.

**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 28/04/22. Exam start time 09:30. Expected exam duration 02:00.**

Student doesn't start the exam until 07.45 on 29/04/22. As it is a two hour exam, a two and a half hour window would normally be available for completion of the exam and file(s) upload. 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 29/04/22 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 25% extra time for completion of the exam, while they are entitled to a three hour scheduled exam time **within** the 24 hour window, the window will still close at 09.30 on 29/04/22 so they must upload by then.

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| Exam submitted from 07.45 and up to 09.30 on 29/04/22  | After 09.30, no further upload to Moodle possible. Completed answers submitted direct to School/RI between 09.30 and 11.30 on 29/04/22 | Completed answers submitted to School/RI from 11.30 onwards on 29/04/22.                 |
| <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. The amount of time expected to complete the paper is the same as the amount of time available.

**Exam date 11/05/22. Exam start time 09:30. Exam duration 02:00.**

Student elects to start exam at 11.20 on 11/05/22. As it is a two hour exam, with no file(s) upload required, only the two hour window is available for completion of the exam. The scheduled exam time for that student therefore ends at 13.20.

If the student has been assessed by the Disability Service as requiring extra time, their scheduled exam time will be extended by the appropriate amount of time.

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| Exam submitted from 11.20 and up to 13.20 on 11/05/22  | 13.20 onwards on 11/05/22   |
| <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, for example 50% extra time to complete the exam, the scheduled exam time will end at 14.20 (two hours + one additional hour). If the exam is submitted by 14.20 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 04/05/22. Exam start time 09:15. Expected exam duration 01:30.**

As the exam has an expected duration of one and a half hours, a two hour window is available for completion of the exam and file(s) upload. This starts at the exam start time. The scheduled exam time therefore ends at 11.15. 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 will be extended by the appropriate amount of time.

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| Exam submitted from 09.15 and up to 11.15 on 04/05/22 | Exam submitted between 11.15 and 13.15 on 04/05/22                            | 13.15 on 04/05/22 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, for example 25% extra time to complete the exam, the scheduled exam time will end at 11.37 and 30 seconds (one and a half hours + 22 ½ additional minutes + 30 minutes upload time). If the exam is submitted by 11.37 and 30 seconds it is submitted on time and will be graded normally. If it is submitted between 11.37 and 30 seconds and 13.37 and 30 seconds it is treated as submitted late and graded H (zero grade points). After 13.37 and 30 seconds 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.

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/RI. 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 12/05/22. Exam start time 14:00. Expected exam duration 02:00.**

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

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| Exam submitted from 14.00 on 12/05/22 and up to 14.00 on 13/05/22 | Exam submitted between 14.00 and 16.00 on 13/05/22                            | From 16.00 on 13/05/22 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> |