

FACULTY OF SCIENCE AND ENGINEERING

Policy on late submission of online examinations (EXM) through QMplus 2024-25

1. This policy applies to the submission of online examinations (EXM) within modules run by Schools in the Faculty of Science and Engineering submitted via QMPlus in the January, Summer and Late Summer examination windows. It does not apply to modules run by Schools in other Faculties. It does not apply to coursework for which a separate late policy will apply.
2. Students are advised to work on campus where possible, using the IT facilities and reliable internet connection. Students working off-campus or through their own internet connection do so at their own risk.
3. Students will receive the nominal 'exam duration' for the assessment, papers are prepared with the expectation students are able to complete the paper within this time. It is not advised nor expected for students to still be working after the nominal exam duration. In addition to the nominal exam duration time, students will receive an extra 30 minutes 'submission window' to allow for scanning and upload of completed work to QMPlus. The sum of these times will be referred to as the 'total assessment window'.
4. Students having been assessed by the QMUL Disability and Dyslexia Service (DDS) and granted a percentage additional time will have this applied to the total assessment window.
5. Where the total assessment window exceeds more than double the original exam duration students are encouraged to discuss with their School whether this length of time is appropriate. They should proactively explore with an appropriate student support officer other ways in which the University can offer support to ensure students can achieve their best.
6. If submission through QMPlus is not possible due to outage of QMPlus, students should submit their work via the Schools alternative submission e-mail ahead of the deadline.
7. Students should be cognisant of the file size they are generating noting that large files take longer to upload and that the maximum file size permitted by QMPlus is 50 MB.
8. The chronological first file submitted will be deemed as the final submission. Files received after this will not be considered to override the first submission and will be rejected.
9. Submissions received (either through QMPlus or via the Schools alternative submission e-mail) after the total assessment window will be classed as late.
10. The Faculty of Science and Engineering views the ability to submit work in a timely manner to be an important graduate attribute. Where students submit late (either through QMPlus or via the Schools alternative submission e-mail) a penalty will be applied to the score achieved for this element by the student as follows:

For submissions up to 10 minutes later than the total assessment window, a deduction of 10 % of the total marks available. As an example, a student scoring 65% having submitted late will score 55% as a result of the implementation of this policy.

Submissions late by >10 minutes will be classed as non-submissions. The grade will be zero. Times will be taken from either QMPlus or the time stamp on a back-up e-mail submission (whichever is earliest).

11. Extenuating circumstances (EC) claims related to late submission will normally be rejected if the failure to submit on time was either within the students control or due to students operating outside of the advice within this policy. For the avoidance of doubt, students working off-campus submitting after the total assessment window due to poor connectivity or a slow/troublesome computer will not be grounds for EC to be granted. The 30 minutes scanning and upload window is deemed sufficiently generous to allow for such minor difficulties. Students continuing to work into the submission window do so at their own risk.
12. Where students can demonstrate that late submission was due to failure of QMUL equipment or infrastructure then such cases will be examined on their merits on a case-by-case basis.
13. In case of force majeure, e.g. campus wide outage of Eduroam or QMPlus, Schools have discretion to allow late submission for the entire cohort. The overriding principle in deciding on such cases should be that students who have made a serious attempt at the assessment should not be disadvantaged.