

# A Guide to the Access to HE Submission and Resubmission Process

All the information regarding the process for dealing with the submission and resubmission processes can be found online in the QAA Grading Scheme handbooks (C & E).

## QAA Grading Scheme Handbook Section C and E

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

### What you need to know:

#### 1. Managing student submissions

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Centres must have a formal process in place for the submission of student work. The approach must be operated consistently across all Access to HE provision and tutors.

Course documentation, such as a course handbook, should specify the approach to submitting student work and detail any particular requirements that relate to the submission of individual assignments by use of assignment briefs.

Deadlines for all work to be submitted for formal assessment must be set, and students must be notified in writing on assignment briefs.

Once a formal submission has been made, neither the student nor the tutor may later declare it to be a draft.

Students should hand in their work by the deadline. This is the first submission date.

#### 2. Late submissions and extensions

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Procedures for applying for an extension to a deadline and grounds for approval of an extension should be included in course documentation. These procedures must be applied consistently for all student requests for an extension to the deadline given.

Where work is submitted after the deadline, no extension has been granted, and no extenuating circumstances have been met, all grade indicators for that unit must be capped at pass. If the unit is assessed using more than one assignment, if just one of the assignments is submitted late, the grade indicators for the whole unit are capped at a pass.

Where an assignment is submitted after the deadline without an extension being granted and the work does not meet the learning outcomes, there is no opportunity for resubmission, and the referral process would need to be followed.

### 3. Resubmission

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If a student submits work on time but one or more learning outcomes have not been achieved, a second deadline is set to address the assessment criteria and learning outcomes not achieved.

A student who was granted an extension to the first submission may also be given a resubmission for the learning outcomes not met. However, the resubmission date may need to be extended as a result of the extension to the first submission deadline.

The first submission should be marked but not graded. The student should receive feedback on which learning outcomes and assessment criteria are not met and what needs to be resubmitted. Completed resubmissions can be awarded a grade if handed in by the set resubmission deadline on the assignment brief.

Any resubmission must be consistent with how the learning outcome(s) were originally assessed. This will mean the assessment method used for the resubmission is the same as that used for the original submission, except:

- If it is not possible or practicable to replicate the original assessment
  - the unmet learning outcome(s) should be assessed through an assignment which makes comparable demands to the original assignment
- If undue advantage could be gained by resubmission of the same assignment or assessment task
  - an equivalent assignment should be devised to assess the learning outcome(s) not yet achieved
  - the return of other students' work should be delayed until the resubmission has been made

There should be a clear deadline for resubmission that is agreed upon and confirmed with the student and takes place as soon as possible after the feedback on the formal submission has been given.

Resubmissions should be applied consistently in equivalent assessment situations so that all students have equivalent opportunities for resubmission and reassessment.

The additional work resubmitted must be distinguishable from the original to ensure it is easy to identify where the new work is. This could be a different font colour or a separate document from the original.

Resubmissions are subject to review by the moderation process to confirm consistency in application across provision and assessment decisions relating to resubmitted work.

If, after the resubmission, the student's work still does not meet the learning outcomes and assessment criteria, a third attempt may still be able to achieve the assessment with the request of a referral.

## 4. Referral

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A referral is a moderator-approved additional attempt to complete an assessment. A referral can only be granted if:

- A student originally handed in work on time and resubmitted but has still not met all the assessment criteria and learning outcomes.
- A student with a legitimate extension to a submission deadline, but failed to meet the assessment criteria and learning outcomes on submission and resubmission.
- A student whose original submission was late without an agreed extension and has not met all the assessment criteria and learning outcomes. In this situation, the student will not be granted a resubmission and will go straight to the referral process.

See the separate quick guide on the referral process for further details or the QAA Grading Scheme handbooks (C & E).

## Contact Details

If you are unsure or have a specific query, please email the support team at [access@gatewayqualifications.org.uk](mailto:access@gatewayqualifications.org.uk).