

Recommended Assignment Settings (Formal Assessment Period)

These are the recommended **assignment** settings for assessments (e.g. Examinations) that are to be submitted during a Formal Assessment Period.

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Availability dates

- The due date is the deadline
- The cut-off date is the date after which no more submissions can be made (without a formal extension).

A due date must be specified.

A cut-off date may be specified to allow a sufficient window to accommodate late submissions.

The cut-off date may be greyed out - please ensure the **Enable** check box is ticked, shown in **red**.

In this example, the dates in **orange** show a deadline of the 20th and a cut-off date of the 25th. This allows a 5 day window to allow for late submission.

Allow submissions from	20	April	2020	10	00	Enable
Due date	20	April	2020	12	30	Enable
Cut-off date	25	April	2020	12	45	Enable
Remind me to grade by	30	May	2020	17	00	Enable

Assessment and feedback policy

It is recommended that assignments during the formal assessment period are not covered by the University Assessment and Feedback policy settings Myplace.

The University Assessment and Feedback Policy emphasises the importance of clearly communicating timing of feedback, and the criteria used in providing this feedback, to students (section 3.2 and 3.3).
For summative assessments, this information should be entered here, and it will be displayed to the student below the assignment details.

This activity is not covered by the University Assessment and Feedback Policy

Marks to be released by: 24 March 2020 13:09

Person responsible for return of marks and feedback: Scott Walker

Marking criteria: Paragraph



This is **not** the default - to exempt the assignment, tick the "This activity is not covered by the University Assessment and Feedback policy" option, indicated in **red**.

Extension and late submission policy

Extension Requests

It is recommended that Extensions Request may still be handled in Myplace - **this is the default** setting and you don't need to do anything.



You may need to check where [Extension Request Notifications are sent](#).

Automatic Late Submission Penalties



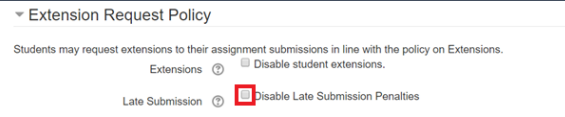
Automatic Late Submissions Penalties **should not be applied**.

This is **not** the default. Ensure the **Disable Late Submission Penalties** check box is *Unticked* to exempt your activity from this.



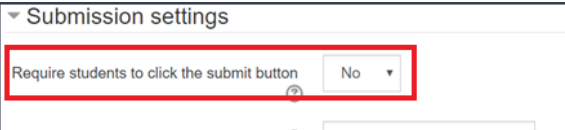
Submission identified as **late** should be considered on a case-by-case in line with current guidance.

There is no further Myplace set up required to accommodate late-submissions, as penalties are not applied automatically.



Submission settings

It is recommended that students are not required to click the submit button. **This is the default** behaviour and should already appear as it does in **red (No)**.



When set to **No**, Students are able change their submission **up to the cut-off date**.

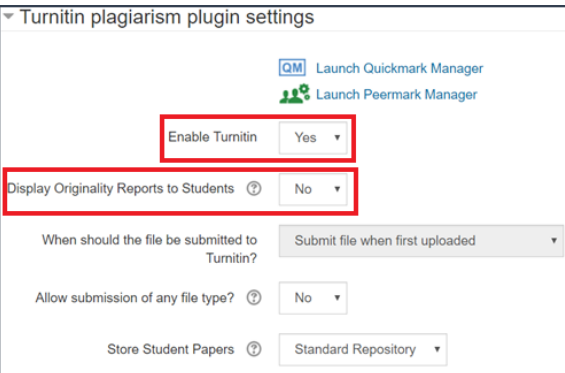
- It will prevent student submissions remaining as "drafts" at the due date, and incurring an automatic late submission penalty (if this is enabled).
- This may result in the students inadvertently changing an on-time submission to being late.
- there is a possibility that a student changes their submission whilst marking is taking place, if marking has started **before** the cut-off date has elapsed.

If set to **yes**, and automatic late submission penalties have **not been disabled**:

- the students **will receive a penalty on their grade** if they have not remembered to click on the Submit Button, once they have uploaded their submission.

Turnitin plagiarism plugin settings

It is recommended you enable the Turnitin plagiarism plugin, and not display originality reports to students. **This is the default** behaviour and should already appear as it does in **red**.



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