

Late Submissions in Myplace

This page discusses how penalties for coursework submitted late may be applied in Myplace and how to apply for the Grace Period to be applied to coursework you submit up to four hours late. This feature is new to Myplace for academic year 2019/20.

- [What does it do?](#)
- [What will it look like? \(before marks are released\)](#)
- [What will it look like? \(when marks are released\)](#)
- [Grace Periods](#)
- [How to request the application of the Grace Period](#)
- [Related Articles](#)

What does it do?

It applies the standard penalties set out in the [Policy and Procedure for Late Submission of Coursework](#) to work submitted after the deadline on Myplace.



For now, it only applies to assignment activities, which are represented by this icon

If you think you are unlikely to meet a coursework deadline due to medical issues or personal circumstances, please apply for an extension as early as possible. It is now also possible to [apply for an extension to an assignment on Myplace](#) using a new tool in Myplace.

Click any image to enlarge

What will it look like? (before marks are released)

Once you have submitted your coursework, it will show the provisional late submissions penalty which will be applied to your work after marking.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 16 June 2019, 12:00 AM
Time remaining	Assignment was submitted 2 days 11 hours late
Last modified	Tuesday, 18 June 2019, 11:14 AM
File submissions	18 June 2019, 11:14 AM
Submission comments	Comments (0)
Late submissions	20% penalty
Feedback Manager	Extension Requests Request Extension

If you click the plus symbol, it will expand to show all the possible penalties, which time band your submission fell within and therefore which penalty applies.

Late submissions	
20% penalty	
You submitted your work between 18 June 2019, 12:00 AM and 19 June 2019, 12:00 AM	
Submissions after the following times will attract the penalty shown. This is shown as percentage points. See the University Late Submission of Coursework policy for details.	
Submitted after	Penalty
16 June 2019, 12:00 AM	10%
17 June 2019, 12:00 AM	15%
18 June 2019, 12:00 AM	20%
19 June 2019, 12:00 AM	25%
20 June 2019, 12:00 AM	30%
21 June 2019, 12:00 AM	35%
22 June 2019, 12:00 AM	40%
23 June 2019, 12:00 AM	No mark
As per the policy, a minimum mark for late work of a pass standard that is submitted within the assessment submission window will be set to the pass mark. No penalties will be applied to work that is below the pass standard.	

What will it look like? (when marks are released)

Once your mark has been released, if you received any late submissions penalties these will be shown. To see a breakdown, select the plus symbol:

Feedback	
Grade	80.00 / 100.00
Graded on	Tuesday, 18 June 2019, 11:26 AM
Graded by	Admin User
Late submissions	- 20 marks

Category	
Penalty for late submission	The penalty applied as a percentage
Performant grade	The mark you would have received if there was no penalty
Pass mark	The mark required to pass the assignment
Marks deducted	The number of marks deducted (not the percentage deducted)
Effective percentage point penalty	How many percentage points were deducted

Feedback	
Grade	80.00 / 100.00
Graded on	Tuesday, 18 June 2019, 11:26 AM
Graded by	Admin User
Late submissions	<ul style="list-style-type: none"> Penalty for late submission 20% Performant grade 100.00 Pass mark 40.00 Marks deducted 20.00 Effective percentage point penalty 20%

Your grade (in the example on the right, 80 out of 100) is your Performant Grade minus the Marks Deducted.

Grace Periods

If you experience unexpected circumstances before the time set on the day of the deadline and it results in a **delay to your submission of less than four hours**, you can request that the grace period is applied to your coursework submission.

Time Limited

Requests for the grace period to be applied must be submitted within 4 hours of the published date and time and no longer – we strongly suggest that you submit your request as soon as you have submitted your coursework.

To request that the Grace Period is applied to your coursework submission, follow the steps below.

How to request the application of the Grace Period

1) Submit your coursework.

2) While still in the assignment submission page, click on the Late Submissions section to expand it.

3) From the 'Reason for grace period' dropdown list, select the reason that best describes why you are requesting the grace period and click 'Save changes' to submit your request.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 22 August 2019, 12:00 PM
Time remaining	Assignment was submitted 2 hours 58 mins late
Last modified	Thursday, 22 August 2019, 2:58 PM
File submissions	<ul style="list-style-type: none"> Test submission.docx 22 August 2019, 2:58 PM Tumlin status: Queued
Submission comments	Comments (0)
Feedback Manager	<p>Extension requests</p> <p>Request Extension</p>
Late submissions	<p>10% penalty</p> <p>You have until 22 August 2019, 4:00 PM to apply for grace period for your submission.</p> <p>Reason for grace period <input type="text" value="IT issues"/></p> <p><input type="button" value="Save changes"/> <input type="button" value="Cancel"/></p>

Application of the Grace Period

The grace period will be automatically applied to your submission. However, if it becomes apparent that the grace period has been misused, a member of staff may revoke it and apply the appropriate late penalty.

Related Articles