

Assessment Handbook 2025-26

Summary of changes

2.16 Categories of assessment

Assessments at Queen Mary have coded 'assessment types' for administrative purposes. The existing category of 'Centrally timetabled examinations' (formerly coded EXM) has been subdivided into three subcategories, as follows:

Examinations and timed assessments:

- *Centrally timetabled and administered examinations:*
 - *In-person written (EWR).*
 - *In-person computer-based (ECO).*
 - *Remote computer-based (EOL).*
- *School/institute timetabled and administered examinations and assessments (EXN).*

5.9 – 5.11 Marking turnaround times

Following consultation with Senate members, new wording has been approved on marking turnaround requirements. This codifies the existing expectation of 15 working days for most assessments but introduces alternative requirements for summative assessments taking place in exam periods and for dissertations and projects with no immediate feedforward points, as below. It also makes clear the authority and accountability of Heads of School/Institute Directors.

5.9 Marking must be completed within a defined period:

- i. for all assessments other than those specified in point ii, below, marking must be completed to allow for provisional marks to be returned to students within 15 working days of the assessment date or deadline. "Working days" are defined as weekdays, excluding institutional closure periods and bank holidays. Where a student makes an accepted late submission, Queen Mary will make a best effort approach to return provisional marks within 15 working days of the submission or as soon as possible thereafter.*
- ii. the following must be marked in time to process the marks for either the scheduled release of provisional results or the examination board, whichever is sooner and as defined by the Head of School/Institute Director:*
 - a. summative assessments taking place in designated examination periods; and,*
 - b. projects with no immediate feed-forward point; and,*
 - c. dissertations.*

Feedback and provisional marks for these assessment types will be released after the end of the examination period.

5.10 Heads of School/Institute Directors are responsible for monitoring and enforcing this policy. A Head of School/Institute Director may agree a turnaround time longer than 15 days as a reasonable adjustment within the scope of the Equality Act (2010); this should not normally exceed 20 working days. Reasons for a longer turnaround should be recorded by the Head of School/Institute Director for future review.

5.11 The Head of School or Institute Director must agree and record any exceptions where it is not possible - for good reason, in the view of the Head of School or Institute Director - to return marks within the defined period; in such cases, students should be advised of the delay and of updated expected return dates.

5.28 Undergraduate generic marking scheme

The descriptor for the undergraduate 'D' grade (40.0 – 49.9) has been amended from “Adequate” to “Pass (threshold pass)”, to better distinguish it from the 'C' grade descriptor (“Satisfactory”).

5.69 Students who submit an “incorrect” version of an assessment

This text is new to the Marking Policy but is not a new policy or provision – it was already referenced in, among other places, the old Extenuating Circumstances Policy - but sits logically with the Marking Policy. This is essentially part of the fit-to-sit principle, and the version submitted at the point of the deadline is the version that will be marked.

5.69 A student who submits an “incorrect” version of an assessment (for example a blank, draft, incomplete, or corrupted file) may not resubmit it after the submission deadline has passed. Under the fit to sit policy, the submission counts as an official attempt and will be marked in the normal way.

5.70 Late submission of assessments

The late submission policy has been wholly rewritten to improve clarity. Most of the provisions are unchanged, but 5.70.b is wholly new; this is a policy specific to online exams that require students to manually upload their work at the end of the exam. It introduces a standardised ten-minute window in which students can make late submissions at the cost of a mark deduction. Online exams do have time built into their advertised durations for upload; this new provision is only for late submissions that are not completed within the official duration.

Additionally, the late submission policy previously appeared in both the Assessment Handbook and the Academic Regulations. As a policy, it should not be tied to a particular cohort and instead applies to all assessments taking place in the named academic year. It no longer appears in the Academic Regulations, though a reference and a signpost to the Assessment Handbook remain there. The policy had not changed in some time, and the changes made this year are entirely to students' advantage so there is no unwanted impact from that change of approach.

5.70 Assessments submitted after the published deadline will be marked as late and will receive a penalty, unless a student has approved extenuating circumstances. The penalty depends on the type of assessment:

Examinations

- a. Late submission is not possible for in-person written exams or for online exams where answers are uploaded automatically in real time. In these cases, the work will be marked as it stands at the exam's scheduled end time.*
- b. Online exams that require students to manually upload their work include time for uploading within the exam duration. After the scheduled end time there is a ten-minute period during which submissions are still accepted, but they will be marked as late and receive a penalty of 10% of the total marks available (eg ten marks deducted from a total of 100). After that point, the submission portal closes, and no further uploads are allowed; the assessment will be recorded as a non-submission and given a mark of zero.*

Other assessments

- c. *For assessments other than exams, students may submit up to seven calendar days after the deadline but a penalty of 5% of the total marks available will be applied to the assessment for each 24-hour period (or part of it) that the work is late (eg five marks deducted each day from a total of 100). After seven calendar days the assessment will be recorded as a non-submission and given a mark of zero.*
- d. *In some cases, assessments may no longer be accepted once feedback has been given to the class. If feedback is released before the seven-day limit, any submissions made after the feedback point will also receive a mark of zero. Students will be informed in advance if this applies.*

General provisions

- e. *A student may receive a passing mark on an assessment but still fail the module due to late penalties. If they are eligible for a resit, the original (pre-penalty) mark will be used for the resit attempt. This does not apply where the student is not eligible for a resit.*
- f. *Extensions may be granted by the school or institute if a student has valid extenuating circumstances. Students must apply before the deadline and include supporting evidence. Extensions cannot go beyond the next meeting of the relevant Subject Examination Board. If more time is needed, the Board may instead consider offering a first sit.*
- g. *If a late submission is due to approved extenuating circumstances, the late submission penalty may be removed. For this to be considered, a student must submit a formal claim with supporting evidence.*

5.74 – 5.75 Late diagnosis of a disability

This is a clarification and expansion of existing policy rather than a major amendment. The first clause is almost unchanged from the original, while the second is new and sets out clearly the options for students in terms of extenuating circumstances and appeals.

- 5.74 *Where a student is diagnosed with an SpLD after the commencement of their studies, they may request that any work from the present academic year be re-marked with the advice of the SpLD Cover Note in mind. The student should contact their school/institute directly to request this – re-marking will not happen automatically. Results from previous academic years cannot be re-marked; it is not possible to do so on a basis that is fair and consistent for all students or in a way that does not base results on potential rather than evidenced attainment. Students and schools are encouraged to engage with the Queen Mary Disability and Dyslexia Service as soon as possible where they feel they have reason to do so (eg, they are concerned they might be dyslexic) to ensure that support is in place as early as possible. Any student who declares a disability – including a SpLD – on application or at enrolment will be proactively contacted by the Disability and Dyslexia Service to arrange support.*

5.75 *Students who believe their studies are impacted by symptoms and/or circumstances but have not yet received a formal diagnosis can utilise the Extenuating Circumstances procedure, which does not require a formal diagnosis of a disability. Where a student receives diagnosis of an SpLD or any other disability after the commencement of their studies and believe there is evidence that:*

- a. the circumstances related to their disability had a significant negative impact on their ability to complete their studies; and/or,*
- b. there is a good reason that the circumstances impacting them could not have been made known previously,*

they may use the [Academic Appeal Policy](#) to request reconsideration of their results and/or current academic position, as outlined in section 10 of the Assessment Handbook. There are timeframes for submission of an Academic Appeal, however, where a student has a good reason and evidence that they could not make the information known earlier they should explain this when submitting their appeal and consideration will be given as to whether or not the appeal should be accepted outside of the normal timeframes.

Section 9: Extenuating Circumstances

The previous chapter on extenuating circumstances has been replaced in full with the new Extenuating Circumstances Policy, which is published separately from the Assessment Handbook. The header has been retained for 2025-26 so that readers are signposted to the Policy Zone, where they can read the Extenuating Circumstances Policy.