

P9 S9 C4 Policy for Late Submission of Coursework



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1. PURPOSE OF PROCEDURE

Forus Training expects that coursework / learner evidence will be submitted on time.

However, Forus Training also recognises that, on occasion and due to circumstances beyond control, this may not be possible. Forus Training also firmly upholds the principle of equity and that it is unfair for students to gain an unfair advantage by choosing to submit their work late. The purpose of this policy is to provide guidance on the submission of coursework for assessment; to outline what penalties apply should coursework be submitted late; and to provide information on how to seek approval for late submission, should circumstances occur that prevent submission in line with the deadline.

2. DEFINITIONS

A Missed Assessment Deadline term “missed assessment deadline” refers to:

- Failure to submit assessment evidence on, or in advance, of agreed assessment deadline and/or
- Failure to attend a practical assessment (e.g. Examination, Skills Demonstration, etc.)
- Missed assessment deadlines can be categorised as “Expected” or “Unexpected”

Expected missed assessment deadline - where the learner makes it known in advance of their submission date by requesting an extension.

Unexpected missed assessment deadline - where the learner either submits late without warning, where the learner tries to request an extension after the submission date or the learner does not submit by the deadline.

3. SCOPE

This policy applies to all Forus Training students who are undertaking taught modules.

SUBMISSION OF COURSEWORK

Assessment Deadlines

The process for submission of Late Submission applications is determined by the Forus Training and must be clearly communicated to learners in advance of coursework submission.

Learners are informed of the following:

- The latest time and date for submission for each item of coursework.
- The acceptable mode of delivery, paper, electronic or both.

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- To whom the submission should be made, for example, the trainer or a specified member of the Forus Training team.
- Where late submission of coursework is not possible, an alternative approach to the assessment, for example calculating a component mark excluding the missed work.

Where a learner does not submit coursework to the appropriate location, person or through the specified route, it is not considered submitted and may not be graded.

Where delivery by hand is required, Forus Training has a mechanism to confirm submission of coursework, such as a procedure where the learner signs in the work or is issued with a receipt.

- Assessment deadlines are planned in advance of assessment and adhere to the assessment plan for the programme or module.
- Learners are made aware of assessment deadlines including submission dates for assessment evidence and dates of practical assessments (e.g. examination, skills demonstration, etc.) prior to, or as soon as is feasibly possible, in the programme or module induction
- These assessment deadlines allow the learner adequate time in which to fully complete the assessment tasks.
- Forus Training publishes **“P9 S9 Key Dates and Information - Assessment and Certification”** - for certification periods annually, these are available on our website and on learner and trainer induction material.

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Expected missed assessment deadline

- The learner, makes it known that they wish to apply for an extension - they send an e-mail to certification@forustraining.ie, they are sent information on the process and the learner completes P9 S11 Application for Extension
- The learner's application is considered, and the Head of Certification will get in touch with the learner regarding the decision whether compassionate consideration has been granted as soon as possible and not later than five working days.
- The purpose of this application form is to facilitate you in extending a deadline for an assessment on the basis of exceptional circumstances.
- It is the responsibility of the learner to ensure that application form is submitted to Forus Training prior to the submission deadline.

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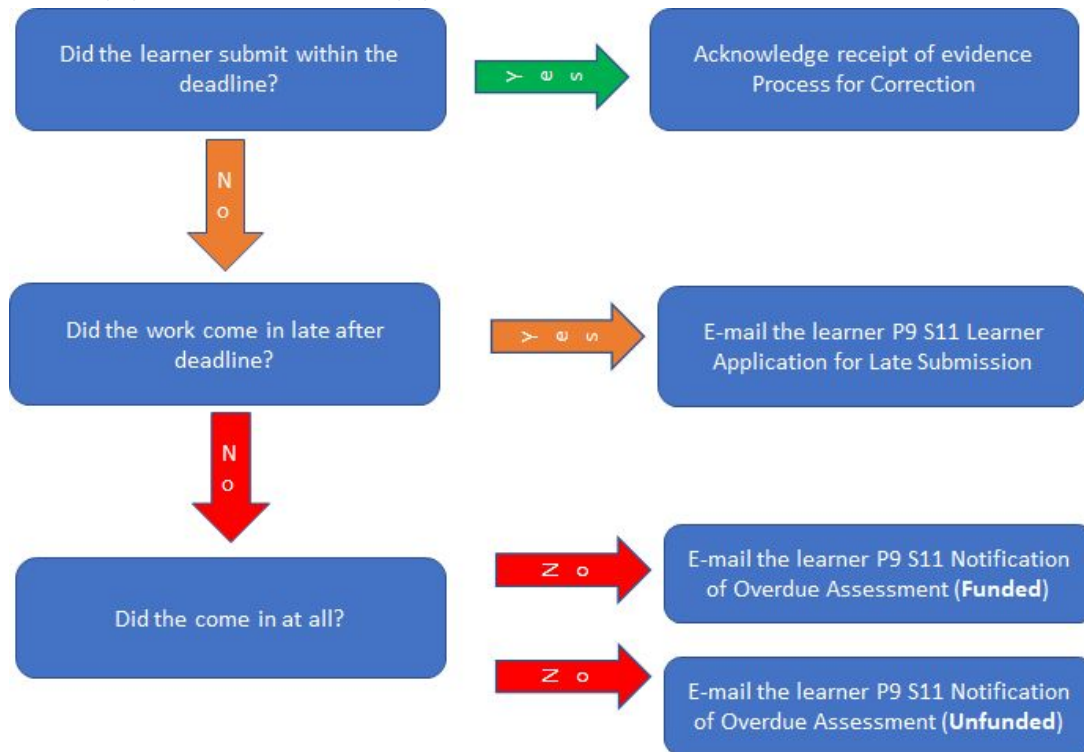
- PLEASE NOTE: Forus Training adheres to a strict deadline policy. Applications received after the submission deadline will not be accepted.
- Forus Training judges each application for compassionate consideration or extenuating circumstances on its own merits and responds to the learner using the following templates
- P9 S11 Extension Response Granted
- P9 S11 Extension Response Refused

Unexpected missed assessment deadline

- In the case of late submissions where an extension has not been granted prior to the submission deadline:
- This is where a learner submits evidence after the deadline, with no extension in place
- The learner is sent an email advising them that their submission is late
P9 S11 Application for late submission
- The learner completes the form P9 S11 Application for Late Submission of Assessment and returns to certification@forustraining.ie
- P9 S9 C4 Learner Application for Late Submission of Assessment - Form
- A penalty fee of €100 must be paid to Forus Training (unless funded) or the learner's assessment will not be accepted and processed;
- The certification process may be delayed until the next certification period – this is entirely at the discretion of the Head of Certification.

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6. RELATED DOCUMENTS

[P9 S11 Application for Extension Template](#)
[P9 S11 Extension Response Granted](#)
[P9 S11 Extension Response Refused](#)
[P9 S11 Notification of Overdue Assessment Material FUNDED template](#)
[P9 S11 Notification of Overdue Assessment Material UNFUNDED template](#)
[P9 S9 C4 Learner Application for Late Submission of Assessment - Form](#)

7. ROLES AND RESPONSIBILITIES

Submissions:

Notify learners of learner evidence received on time.
Notify learners of non- submission learner evidence.

Head of Certification:

Processing extension and late submission applications
Notify the learners of the outcome of said applications

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8. COMMUNICATION PLAN

To trainers / learners and staff members at induction

9. ACTIONS TO BE FOLLOWED IF THE POLICY IS NOT IMPLEMENTED

Potential for improvement notice or misconduct / malpractice investigation.

10. CONTACT INFORMATION

Head of Certification
certification@forustraining.ie