HERIOT WATT UNIVERSITY

SCHEDULING AND SUBMISSION OF COURSEWORK POLICY

Coursework at Heriot-Watt University is assessed separately from written examinations and includes all summative and formative work. This policy applies across all taught programmes, modes, and locations, and is intended to ensure equity and fairness for all students.

Key Policy Points

SCHEDULING

- Schools must coordinate deadlines to avoid clustering, ensure manageable workloads, and are encouraged to allow at least one working day between submissions.
- Coursework deadlines should fall on weekdays and at equitable times for all time zones (e.g., 09:00 - 17:00 local time).
- Coursework may be scheduled during teaching weeks or exam periods.
- Class tests must not be scheduled during exam periods.
- Final Online Assessments must be scheduled during exam periods.

LATE SUBMISSION

- No individual extensions.
- Late penalty: 30% deduction (up to 5 working days).
- After 5 working days: mark of 0F (fail), no feedback (unless mitigating circumstances approved).
- Late submissions flagged to markers.

SCHOOL RESPONSIBILITIES

Schools must publish, on Canvas and elsewhere:

- Issue date, submission deadline, submission format.
- Feedback format, return date.
- Semester calendar of all coursework deadlines (for both formative and summative tasks).

Exemptions & Exceptions

- **Reasonable adjustments:** Individual accommodations apply where formally agreed.
- **Class-wide extensions:** Allowed only in exceptional circumstances.
- **Excluded assessments:** online tests, presentations, and other time-limited activities.
- **Mitigating circumstances:** If valid and approved, penalties may be waived.

Resources

- Submission of Coursework Policy
- Types of Assessment: Policy + Administrative Definitions
- School Roles and Responsibilities for Assessment
- Mitigating circumstances | Heriot-Watt University
- LTA support for Schools & Campuses