



HIGHER EDUCATION COURSEWORK SUBMISSION POLICY

Date Last Reviewed	December 2025
Date Effective From	6th January 2026
Date of Next Planned Review	December 2026
Signed	Natalie King, Managing Director

Meeting deadlines for assessment are an important part of Higher Education Qualifications. In developing skills for employment, it is very important to hone good time management skills, and this includes submission of work to required deadlines. It is also important to ensure that students are assessed fairly and consistently and are not advantaged or disadvantaged in anyway.

To conform to Pearson regulations, AccXel has a coursework submission policy specific to HNC programmes at level 4 and is as follows:

SUBMISSION OF WORK – MEETING DEADLINES:

- Course tutors will issue assessment plans clearly identifying assignment deadlines.
- Students will submit coursework in accordance with assignment deadlines.
- Feedback will be issued within 20 working days or earlier.
- A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment. The resubmission date will be clearly identified on the assignment feedback sheet. The resubmission date will be set 15 working days from the date of the original feedback.

- Only one opportunity for reassessment of the unit will be permitted.
 - Reassessment for coursework, project or portfolio-based assessments shall normally involve the reworking of the original task.
 - A student who undertakes a reassessment will have their grade capped at a Pass for that unit.
 - A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.
- A student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:
 - At AccXel's discretion and Assessment Board, decisions can be made to permit a repeat of a unit.
 - The student must study the unit again with full attendance and payment of the unit fee.
 - The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit.
 - Units can only be repeated once.
- Learners who are unable to submit their work on time will need to submit an Extenuating Circumstances request which must be authorised by the Principal. For further guidance on extenuating circumstances, please refer to the Extenuating Circumstances Policy. If your extenuating circumstances are upheld and an extension granted, the new deadline will be recorded.
- Assignments for which Extenuating Circumstances have been approved will be treated as per the steps above. If students are frequently applying for extenuating circumstances, their position on the course will be reviewed at the Higher Education Assessment Board.

LATE SUBMISSIONS:

Deadlines for assessment are an important part of HNC. Students are encouraged to develop good time management that will stand them in good stead in the workplace. It is important that students are assessed fairly and consistently and that some students are not advantaged by having additional time to complete assignments

Where an authorised extension (please refer to the Extenuating Circumstances Policy) has not been approved, work submitted late by up to 7 calendar days of the published deadline may be marked but will be capped at “Pass”. Work submitted after 7 days of the published deadline and without an authorised extension will not be marked and will be recorded as “Not Submitted”. Students will be offered a single reassessment for the Pass criteria only at the next available opportunity. Merit and Distinction criteria will not be included in the reassessment brief. Students must be made aware of the consequences of failing to meet deadlines.

UNIT ASSESSMENT GRADES:

A unit grade will be based upon the results of all assessment opportunities from a unit. Where all Pass criteria are achieved, a Pass will be awarded, where all Pass and all Merit criteria are achieved a Merit will be awarded, where all Pass, all Merit and all Distinction criteria are met, a Distinction will be awarded.

ASSESSMENT BOARDS:

HE Assessment Boards take place on at least one occasion each term.

The purpose of the Assessment Board is to review student progress against agreed targets. Outcomes from the Assessment Board can be:

- Progress
- Refer/progress with conditions
- Defer/suspend studies
- Fail

STUDENT APPEALS:

If a student wishes to lodge an appeal against an assessment decision, please refer to the Assessment Appeal Procedure.

Signed:

Natalie King

Date: 06/01/2026