

SOCIAL POLICY: ONLINE ASSESSMENT SUBMISSION GUIDANCE

Key areas	Assessment guidance			
Brief description and format of assessments	Course Code	Assessment Type	Duration of Assessment Window	No. of Questions

You must complete all sections of the coversheet and insert it as the front page of your work.

All parts of your submission including the coversheet must be saved in ONE individual file.

Your name must not appear anywhere in your answer paper. You must only use your 5-digit candidate number.

Your work must remain within the recommended word limit of the assessment. You must declare the word count when submitting your essay.

As part of the coversheet you will be asked to sign 'Fit to submit' and 'Integrity' statements.

Expected tiS

Queries during
the assessment
window & [Tech
Support](#)

If you have any queries during the assessment window, please email socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate); working hours of the Programme Support Office will be communicated to students in advance

submission period; e.g. for a one-week assessment, the maximum permitted extension will be 4 days.

You will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. The [Standards of Evidence](#) (SoE) table illustrates the evidence that will normally be required when you request an extension.

Whatever evidence you submit, it is crucial that it confirms, either implicitly or explicitly, the impact upon you of your circumstances at the relevant times (for example, your assessment deadline) and is supplied by an independent party that witnessed the impact - or where the circumstances/timing are such that the impact can be clear

Penalties for late submission

To ensure the academic integrity of the School's assessments and its awards, it is necessary to apply late mark penalties where an assessment is received after the published deadline or agreed extension.

The penalties for late submission are as follows:

Time limited assessments to be taken at any time within a 24-hour window

One percentage mark will be deducted per minute (or part-minute) the submission is late, up to a total of 15 minutes.

Students who submit more than 15 minutes late will receive a zero mark.

These students should submit [exceptional circumstances](#) and the Exam Board will consider whether the zero mark will be discounted or, where the student has run out of attempts, a further opportunity to attempt the assessment.

Students who are not 'Fit to Sit' would be expected to [defer](#) in advance of the assessment window.

Assessments with a one-week

That you have not re-used work you have previously submitted to the School. This must be referenced properly as above, or this will be considered self-plagiarism.

By submitting this work, you confirm that you have read the above statement, School regulations and checked to ensure all information, concepts or words that originate from other sources are correctly and appropriately referenced.

When submitting your work to Moodle you must also accept the School's Academic Integrity Statement as part of your assessment submission.