

# SOCIAL POLICY: QUIZ SUBMISSION GUIDANCE

Key areas

Assessment guidance

Instructions for  
submitting  
assessments  
(via Moodle)

<p>Exceptional circumstances</p>	<p>If, after submitting your assessment, you feel that your performance has been affected by unforeseen circumstances that were outside of your control, then you should submit Exceptional Circumstances (ECs).</p> <p>To apply for Exceptional Circumstances, you will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. Evidence must meet the <a href="#">School's Standards of Evidence (SoE)</a> requirements.</p> <p>Information about the School's exceptional circumstances policy can be found <a href="#">here</a>.</p>
<p>What happens if I don't attempt the assessment?</p>	<p>Students that do not attempt the assessment will receive a zero mark for that attempt.</p> <p>If there is a reason that you did not either attempt the assessment or apply for a deferral before the assessment began, you should submit <a href="#">exceptional circumstances</a>. The information provided will be considered by the relevant Sub-Board of Examiners who, based on the strength of the ECs may be able to make recommendations to the School Board of Examiners (for example, to discount a student's attempt or grant an additional assessment attempt, as relevant).</p> <p><i>Students who are not 'Fit to Sit' would be expected to <a href="#">defer</a> in advance of the assessment window.</i></p>
<p>Turnitin</p>	<p><i>Turnitin is not required for this format of summative assessment.</i></p>

<p>Statement for students with My Adjustments (MAs) or Central Exam Adjustments (CEAs)</p>	<p>If you have My Adjustments/CEAs entitling you to extra writing time, these will only be applied - by the Social Policy Programme Support Office - to the following assessment(s):</p> <p style="padding-left: 40px;">Time limited assessments to be taken at any time within a 24-hour window</p> <p>These adjustments are confidential and will not be listed on your transcript or degree certificate. You'll find detailed guidance on the application process for My</p>
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The School considers all forms of plagiarism, whether deliberate or otherwise, a very serious matter and can apply severe penalties that might impact on your award. Further information about the School's assessment offence regulations can be found [here](#).

Plagiarism is not just about cheating; it's about accurately and appropriately referencing the work of others. Therefore, before you submit your work you should carry out the following checks:

That all sources are correctly referenced both in the bibliography and within the body of your work.

That where you have quoted a source you have used quotation marks.

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.