

Late Submissions

In accordance with the changes to Late Submission Regulations, this page contains some advice and guidance to get you started.

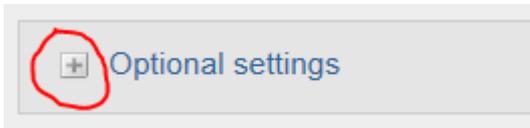
If you have any questions in relation to the application of the Late Submission regulations, please do not hesitate to contact Academicregs@derby.ac.uk

Turnitin Assignments - Enable Late Submission.

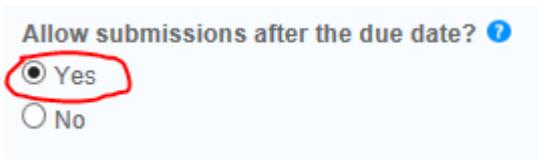
To update a submission point to allow late submissions go to the submission point. Click on the **Edit assignment** tab



Scroll down to **Optional settings** and open up the extra options.



Choose **Yes** for 'Allow Submissions after the due date'.



Then scroll to the bottom of the page and click the **Submit** button

Turnitin - Identifying late submissions

The Turnitin assignment inbox highlights late submissions in red.

test

INBOX | NOW VIEWING: NEW PAPERS ▾

Submit Roster Sync | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	test	100% ■		•		111275806	10-Oct-2019
<input type="checkbox"/>	Anonymous Marking Enabled	test	100% ■		•		111276911	10-Oct-2019

You will need to check if the submission is more than 7 days late. If you set the time for the due date to 11:59pm according to the e-marking policy, you can just go by the date.

If you set it to any other time of day you may also need to check the time of the submission. To do this you will have to open the paper by clicking on the title of the paper.

test

INBOX | NOW VIEWING: NEW PAPERS ▾

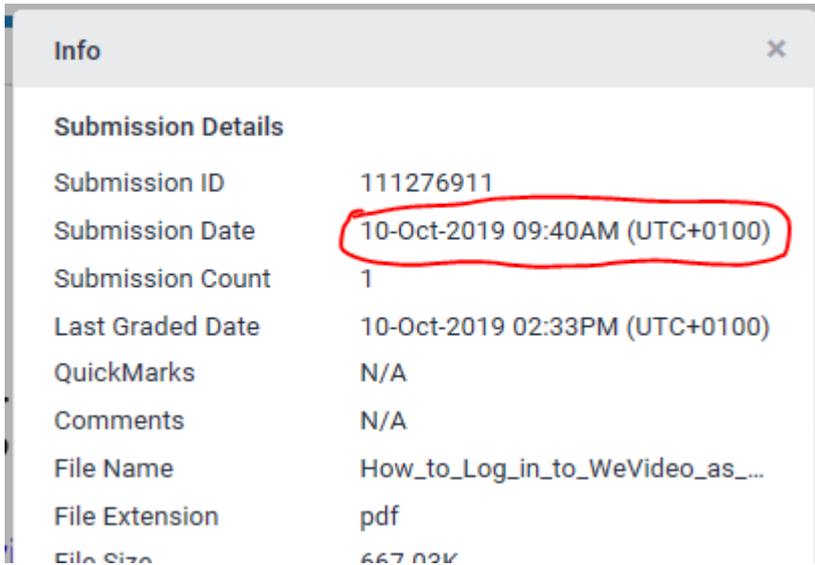
Submit Roster Sync | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	test	100% ■		•		111275806	10-Oct-2019
<input type="checkbox"/>	Anonymous Marking Enabled	test	100% ■		•		111276911	10-Oct-2019

Then click on the info button at the bottom right of the marking pane



A popup info window will appear and the precise time of the submission is the second on the list.



Submission Details	
Submission ID	111276911
Submission Date	10-Oct-2019 09:40AM (UTC+0100)
Submission Count	1
Last Graded Date	10-Oct-2019 02:33PM (UTC+0100)
QuickMarks	N/A
Comments	N/A
File Name	How_to_Log_in_to_WeVideo_as...
File Extension	pdf
File Size	667.02K

Note - UTC (Universal Time Coordinated) time is the same as GMT (Greenwich Mean Time)

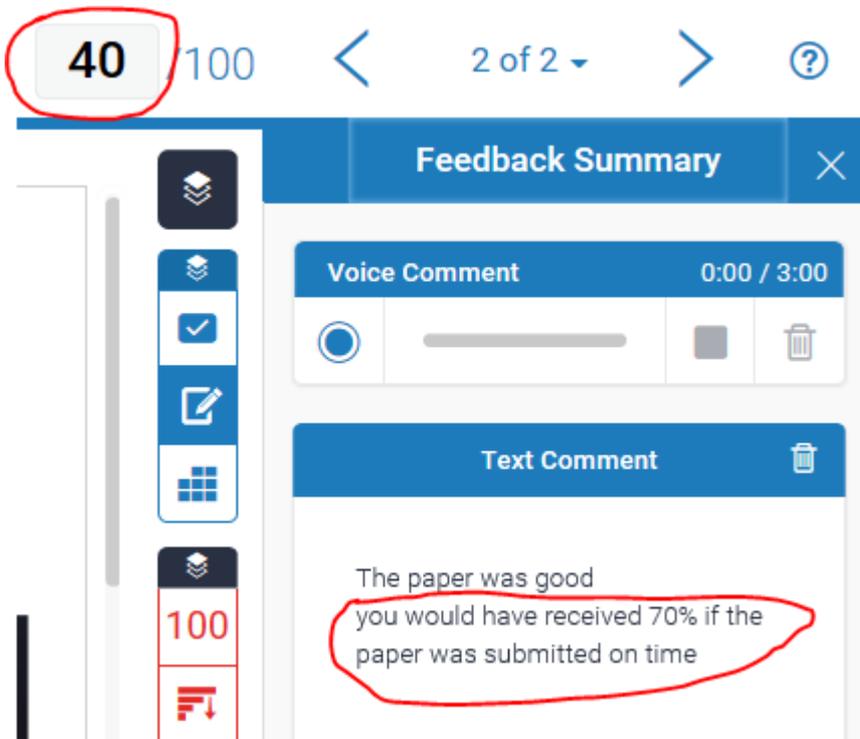
UCT + 0100 is the same as BST (British Summer Time).

Turnitin - Marking a Late Submission without good reason and with a penalty

- This applies to first sit coursework only and only to work graded and not to work that attracts a pass/fail grade
- Where coursework is submitted late without good reason, but within 7 days of the designated deadline or an assessed extended deadline, the work should be marked in the normal way and a penalty applied.

Mark the student work and provide feedback as normal.

Please include the actual grade in the Text Comment box and ensure that an overall grade of 40 is entered



If the submission of more than 7 days late you don't need to mark it and the score should be left blank.

Blackboard Assignments - enable late submission

All Blackboard assignments will allow late submissions, however students can only submit late if the assignment submission point available to them.

To make sure the submission point is available to the students edit the submission point by clicking on the arrow and choosing **Edit**.

Staff are only permitted for
examiner use only.

[Click here for more details](#)

 **CW1 - Authorised I**
>> [View/Complete](#)

 **CW2 Digital Techn**
Complete your literatu

 **anonymous test 1** 
do the assignment

- Edit
- Make Unavailable
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Change Due Date
- Delete

Scroll down and check the **Due Date**.

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

10/10/2019  23:59 

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Then scroll to the bottom and check the **Availability**

You don't need to set date restrictions but if you do make sure that the Display Until date is at least 7 days after the due date.

AVAILABILITY

Make the Assignment Available

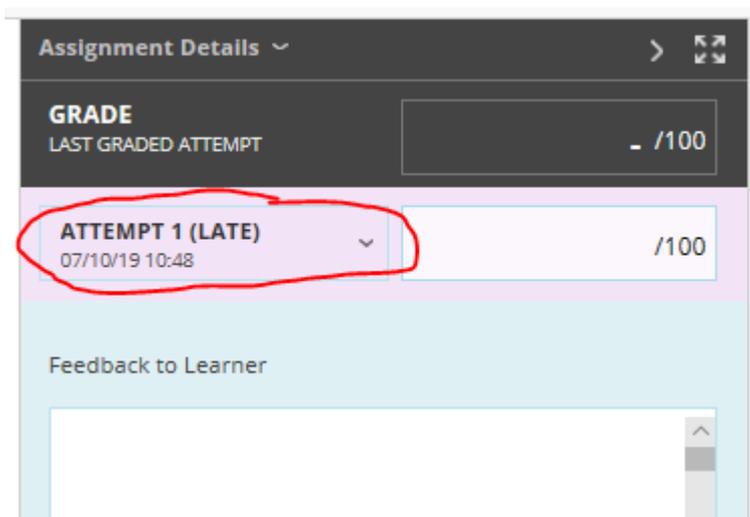
Limit Availability

Display After
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Blackboard Assignments - Identifying late submissions

When you mark a Blackboard assignment, it tells you in the marking window if the assignment was submitted late and give you the precise time of submission.



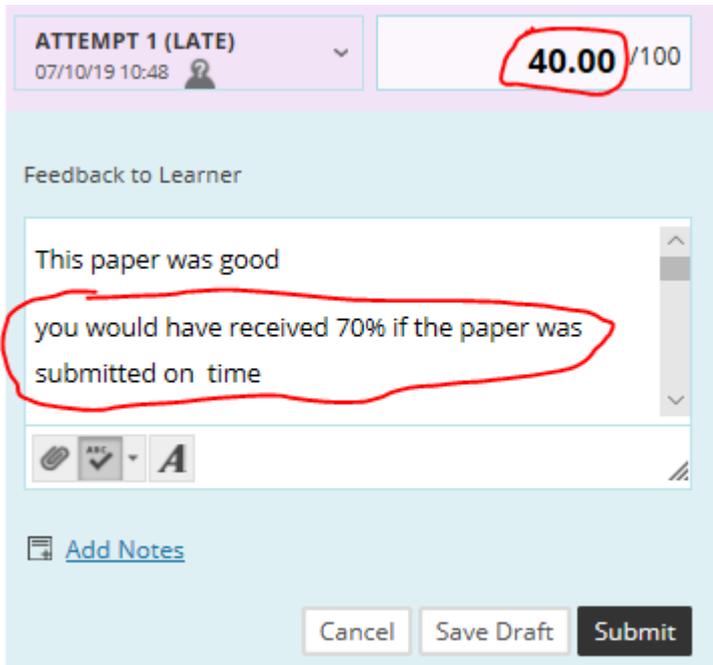
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work should be marked in the normal way and a penalty applied.

Mark the student work and provide feedback as normal.

Please include the actual grade in the 'Feedback to Learner' box and ensure that an overall grade of 40 (or 50 for post grad) is entered



The screenshot shows a user interface for marking an attempt. At the top left, it says "ATTEMPT 1 (LATE)" with a dropdown arrow and the date "07/10/19 10:48" next to a user icon. To the right, a score of "40.00 /100" is displayed, with "40.00" circled in red. Below this is a "Feedback to Learner" section with a text area containing "This paper was good" and "you would have received 70% if the paper was submitted on time", where the second sentence is circled in red. Below the text area is a rich text editor toolbar with icons for undo, redo, bold, and italic. At the bottom left is a link for "Add Notes". At the bottom right are three buttons: "Cancel", "Save Draft", and "Submit".

If the submission of more than 7 days late you don't need to mark it and the score should be left blank.