

Progressive tariffs for late submissions

It is University policy that all examination conventions include progressive penalties for late submission. The University policy and guidance states that¹:

“The penalty is intended to remove any unfair advantage gained by taking more time than was available to other candidates, and examiners should be aware of the importance of fairness for all candidates. It should be proportionate, and account must be taken of any reasons for lateness provided through the Proctors by the candidate’s college. If a piece of work is not handed in by two weeks after a due date the Proctors may rule that the work has not been handed in at all. Failure to hand in work can lead to failure in the entire examination.”

The Examination Regulations (Part 14.10) state that:

“If a candidate fails to submit a thesis (or other exercise) on time without prior permission, but submits after the prescribed date of submission, the Proctors shall enquire into the circumstances. If they permit the candidate to remain in the Examination, then they shall instruct the examiners to accept and mark the work, and forward to the chair of examiners an account of the circumstances of the late submission. They may give leave to the examiners to impose an academic penalty according to the established conventions agreed by the relevant supervisory body. It shall be a condition of any permission granted under this regulation that the candidate shall pay a late presentation fee.”

Following discussion at MPLS Academic Committee Trinity term 2013, the following progressive tariff was recommended as a default in the MPLS Division. Courses may use an alternative tariff.

Submission deadline ,standard of Monday noon

Lateness	Cumulative penalty, % point deduction
Up to 4 hours, <i>i.e. up to Monday 4pm</i>	1%
4 - 24 hours <i>i.e. up to Tues 12 noon</i>	10%
24 – 48 hours <i>i.e. up to Weds 12 noon</i>	20%
48 – 72 hours <i>i.e. up to Thurs 12 noon</i>	30%
72 – 96 hours <i>i.e. up to Fri 12 noon</i>	40%
96 – 101 hours <i>i.e. up to Fri 5pm</i>	50%

For example, if a student submitted project work 12 hours late, and that project work in itself was worthy of 68%, then 10% points would be deducted from the 68% i.e. s/he would receive 58% as a mark. A student’s marks should not go negative following these deductions.

Note that this has a deadline starting on Monday, rather than Fridays. The Examination Schools are open for 4 days following a Monday, so this structure means that students are able to physically submit up to 4 days late. If a Friday is chosen, they cannot physically submit on Saturday or Sunday.

¹ Policy & guidance for examiners and others involved in University Examinations:
<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/10submissionofwrittenwork/>

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In practice, departments which do not have a Monday deadline may not want to move the deadline from Monday. However, if the deadline is, for example, a Friday, the Examination Conventions for the course will need to be very clear as to how time is counted over week-ends with respect to tariffs, and whether or not the tariff clock stops or not during the week-end.