

Electronic Submission of Assessment via Canvas: Policy Statement

Purpose

The aim of this statement is to outline a consistent approach to the electronic management of assessment submitted through the University's virtual learning environment, Canvas. The new approach, to be implemented as of 2021-22 academic year, aims to safeguard the academic standards of the University in two key respects: first, that the responsibility for confirming the authenticity/academic integrity of a definitive final submission is clear and rests with the student; and second, that there is broad comparability of policy and practice between formal examination and other forms of examination (for example, course work) to which grades and credit are awarded and classifications calculated.

The approach outlined in this statement has been approved by the University's Learning and Teaching Committee.

Module Assessment Submission Boxes

As of the 2021-22 academic year, all Module Assessments in Canvas will be set up as follows:

1. **Similarity Checker:** Students can use the Similarity Checker to submit their draft assignments multiple times to check their academic integrity (plagiarism) using Turnitin – [See Plagiarism info](#). **This work will not be marked.**
2. **FINAL ASSESSMENT SUBMISSION:** Links will be created for students to submit the final version of their assessment i.e., the one they want to be marked.

Whilst this is a change in the way assessment submission boxes were previously set up, students continue to have the same number of opportunities to check their work using Turnitin. However, it allows for greater control for students, and greater clarity for staff, over which version is marked as the final submission.

Statement of Authenticity

Upon submitting to the final submission box, students will be asked to agree to the following Statement of Authenticity:

Final submission - Statement of Authenticity

In submitting your final work online, you are confirming that it is ready for marking, that it is all your own work or the work of an approved group and that where you have incorporated the work of others, you have correctly acknowledged that fact, e.g. by using references. You are also agreeing that it can be electronically checked for similarity to other sources.

Submission Guidelines

1. This summative submission is your FINAL submission, you will have ONE opportunity to submit, and it is your responsibility to ensure you submit the CORRECT work.
1. PLEASE NOTE: Programme Administration and/or Module Leaders will be unable to amend/delete or resubmit on your behalf any work which has been presented within the FINAL submission link.

Submission in Error

An opportunity to rectify a submission in error to the final submission box will be allowed under the following circumstances, and with the explicit agreement of the relevant Faculty Associate Dean for Learning and Teaching (ADLT):

1. The submission error of an individual will impact a wider group of students (e.g., pair- work or group-work submissions).

AND/OR

2. The submission error was made to an assessment box which, for whatever reason, does not include the Statement of Authenticity (as set out above).

AND/OR

3. The submission error was the genuine mistake/oversight of an individual student (insofar as the correct file was submitted but to the incorrect box or the wrong file/version/document was submitted to the correct box before the published deadline).

In all cases, notification of an error must have been received by the University within 24 hours of the published submission deadline (or any approved extension to that deadline). Any submissions which do not fall into one of the above categories, or are flagged after the deadline for notifying the University as defined above, will be marked/graded and processed according to standard regulatory procedures.

Process for Rectifying Submission Errors

Where it is agreed that a student be allowed to rectify their submission error (based on an assessment of the above scenarios), the Programme Administrator responsible for supporting the relevant module will create a new submission box available (and visible) to the student in question. This new 'correction' submission box should only be made available/visible to students who receive approval to rectify their submission error according to the criteria set out above. Each 'correction' submission box should include the Statement of Authenticity (above) along with a revised submission deadline (to be agreed with the appropriate ADLT).

Note: the above scenarios/criteria do not apply to errors made to 'correction' submission boxes. Normal procedures/penalties/regulations/processes shall apply in such circumstances.

Authority/Duration

This Policy Statement will inform the implementation of the electronic submission of assessment approach throughout the 2021-22 academic session. For the purposes of clarity, this includes any cohort commencing study within this session.