



## Quality Assurance Handbook PART A1

### **POLICY No.12: Assessment Submission & Resubmission Policy**

#### 12. Purpose of Policy

The purpose of this policy No.12 is to outline high-level expectations for submitting and resubmitting summative coursework for both on and off-the-job programme modular elements. Specifically, this policy will outline what penalties apply should coursework be submitted late; and provide information on how to seek approval for late submission, should circumstances prevent timely submission.

#### 12.1 Policy Scope

Apprentices should access this policy, tutors, FIT staff, Approved Delivery Partners<sup>1</sup>, and broader regulatory and accreditor stakeholders where appropriate. FIT requires that coursework aligned to formal programme assessment be submitted on time but recognises that this may not be possible on occasion and due to circumstances beyond control.

#### 12.2 Overarching Considerations

Summative module assessment undertaken through Tech Apprenticeship programmes can include assignments, portfolios, assessments, timed examinations, and online vendor certifications. Paramount to developing solution-driven apprentices is the crucial skill of planning work and completing it to a deadline. Submitting coursework on time is forming positive habits that are transferrable to the workplace. This policy applies to all off-the-job modules and submission timescales relating to workplace logbook tasks associated with modules concerned with using skills in the workplace. FIT aims to uphold the principle of equity, negating, where possible, any opportunity for an apprentice to gain an unfair advantage in an assessment.

#### 12.3 Policy Statement

For each programme module, apprentices will be provided a time and date for submitting assessed coursework, the time means of delivery, i.e., electronic via email or in hardcopy, and to whom the

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<sup>1</sup> Typically an Education and Training Board.

submission should be made. Typically, this will be the tutor who delivers the modules via a secure email account. FIT may consider an alternative assessment format/type for an individual with a physical or hidden disability who has had a needs assessment completed by the Registrar. Coursework/assessments submitted to an incorrect location, or the wrong person will not be counted as a valid submission.

#### 12.3.1 Late Submission

Apprentices who intend to submit coursework late to their tutor or Workplace Assessors must adhere to the timescales and procedures noted in the PMC (Personal Mitigating Circumstances) procedure. In instances of late submission or non-submission and where an apprentice has not adhered to the outlined requirement of the Personal Mitigating Circumstance procedure, the apprentice may have breached the code of conduct and be applicable to disciplinary actions<sup>2</sup>.

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<sup>2</sup> As outlined in the Disciplinary Policy.

<b>Document History</b>	
<b>Document Name</b>	Assessment Submission & Resubmission Policy
<b>Policy Document Number</b>	FIT-POL-012
<b>Version Reference</b>	V1.0
<b>Document Owner</b>	FIT Registrar
<b>Roles with Aligned Responsibility</b>	Registrar and Director of Academic Affairs
<b>Approved by</b>	Academic Council      20/09/2022 (active)
<b>Revision Cycle x5 Year</b>	V1.0 document created May 2022