



Quality Assurance Handbook PART A1

POLICY No.12: Assessment Submission & Resubmission Policy

12. Purpose of Policy

The purpose of 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 Partners¹, 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 assessments undertaken through Tech Apprenticeship programmes can include assignments, portfolios, assessments, timed examinations, online vendor certifications, on-the-job technical logbook tasks, and reflective journals. 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 means of delivery, i.e., electronic or in hardcopy, and the system to hold the

¹ Typically an Education and Training Board.

submission prior to grading. Typically, submissions will be made electronically via FIT's LMS, which will scan coursework for potential cases of plagiarism. Depending upon the nature of tutor and assessor instructions in each Tech Apprenticeship programme module, there may be a requirement to invigilate Apprentice completion of some assessed elements within a face to face scenario or via live monitoring via FIT's LMS. In other instances, such as completion of industry certifications, these may be completed in an exam centre setting and invigilated by the centre provider under controlled conditions. In limited instances, FIT sanctions the completion of industry certifications using a designated live proctored environment. Each Apprentice will be furnished a timestamped receipt upon submitting individual coursework elements. 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 and Resubmission

Apprentices who intend to submit coursework late to their tutor or workplace assessor 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 actions².

If an Apprentice fails to meet the minimum standard in a given assessed element, they must retake that component(s) based on a different assessment version. This ensures that no Apprentice can gain an unfair advantage in an assessment setting based on having more time than others to consider their approach to a given task/brief. Apprentices will have three opportunities to sit module assessments unless otherwise sanctioned by the FIT Register in consultation with the applicable tutor. Apprentices should note that failure to complete any module-level assessed elements on three successive occasions may lead to academic withdrawal from a Tech Apprenticeship programme.

² As outlined in the Disciplinary Policy.

Document History	
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