Quality Assurance Handbook PART A1

POLICY No.12: Assessment submission and resubmission policy

12. Purpose of policy

The purpose of this policy is to set out FIT's high-level expectations for submitting and resubmitting summative coursework for both on- and off-the-job programme modular elements. This policy will outline what penalties apply when coursework is submitted late, and will provide information as to how apprentices may seek approval for late submission of these modular elements should circumstances prevent their timely submission.

12.1 Policy scope

Apprentices are advised to access this policy, as well as tutors, FIT staff, Approved Delivery Partners[1], and broader regulatory and accreditor stakeholders, where appropriate. FIT requires that coursework aligned to formal programme assessment be submitted on time, while recognising that this may not be possible on occasion due to circumstances beyond apprentices' control.

[1] Typically an Education and Training Board.

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 apprentices becoming solution-driven is the necessary skill of planning work and completing it to a deadline. Submitting coursework on time forms positive habits that are transferable to the workplace. This submission policy applies to all off-the-job modules relating to workplace logbook tasks, which are associated with using skills in the workplace. FIT aims to uphold the principle of equity, preventing, where possible, any opportunity for an apprentice to gain an unfair advantage over others in an assessment.

12.3 Policy statement

For each programme module, apprentices will be provided with details regarding a time and date for submitting assessed coursework, the means of delivery (i.e., electronic or in hard copy), and the system access to submit their coursework 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 tutors' and assessors' instructions in each Tech Apprenticeship programme module, there may be a requirement to invigilate apprentices' completion of some assessed elements within a face-to-face scenario or through live monitoring via FIT's LMS. In other instances, such as industry certifications, these may be completed in an exam centre setting and invigilated by the centre provider under controlled conditions. Each apprentice will be furnished with 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 made by the Registrar. A coursework/assessment submitted to an incorrect LMS 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, where an apprentice has not adhered to the outlined requirements of the Personal Mitigating Circumstances procedure, the apprentice may be considered to have breached the Code of Conduct and be subject to disciplinary action.

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

Document History		
Document Name	**Assessment Submission and Resubmission Policy**	
Policy document number	**FIT-POL-012**	
Version reference	**V3.0**	
Document owner	**FIT Registrar**	
Roles with related responsibility	**Registrar and Director of Academic Affairs**	
Approved by	**Academic Council**	**20/09/2022 (active)**
Revision cycle	V1.0: document created 05/22	
	V2.0: logo updated; Sec 12.3 and 12.3.1: additions to wording (04/24)	
	V2.1: text change, Sec 12.3.1 (07/26)	
	V3.0: full policy and language use review (10/26)	