



ESCP Business School

Policy for Late Submission of Assessments

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This policy applies to all student submissions of undergraduate and postgraduate* level coursework.

- All students must submit their coursework assignments by the published and set deadline. The deadline will be communicated clearly to students as detailed in the Teaching and Learning Handbook.
- All assignments must be delivered and completed in keeping with all School, programme and module requirements.
- Legitimate mitigating circumstances will be considered as exceptional cases exempt from the penalties below. All mitigating circumstances must be declared with as much advanced notice as possible by the candidate in writing and submitted with supporting evidence.
- Mitigating circumstances **must** be independently authenticated and of sufficient severity to have prevented the candidate from either completing the assignment to their normal standard and ability, completing the assignment in its entirety or meeting the deadline. Further details on these exceptional cases may be found in the School's Policy on Mitigating Circumstances.

ESCP's penalty for late submission

Any assessed work submitted by students after the published deadline (date and time) will be deemed a late submission and subject to the penalties below.

An assignment submitted within 24h of the deadline:

- The assignment grade will be reduced by 10%.

An assignment submitted after 24h of the deadline and within 48h of the deadline:

- The assignment grade will be reduced by 20%.

An assignment submitted more than 48 hours after the deadline:

- The assignment will be marked at 0/20.

Feedback on the assignment will be provided by the examiner in all circumstances.