

Ó Fiaich Institute Policy Documentation

Assignment Submission Policy

Ó FIAICH INSTITUTE



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Overview

Programmes at Ó Fiaich Institute of Further Education are assessed by examinations, assignments or a combination of both. Assignments are submitted for assessment at due dates throughout the academic year. All learners have an obligation to submit course work by the due date.

Assignment Brief

All assignments will be outlined in a brief which the teacher will give to the student.

The brief will outline the requirements of the assignment and will include the following:

- The title of the assignment
- The module name and module code
- Instructions on what the student is required to do
- Guidelines on how assignment is to be presented
- The amount of marks awarded for the assignment
- Deadline date for assignment submission
- The marking criteria
- Instructions for submission of the assignment

It is the responsibility of the students to complete the assignment as per the instructions given in the brief and to return as per prevailing college guidelines (electronically or hard submission).

Procedure for Submission of Assignments

- An assignment calendar for the year is distributed at Programme commencement. This calendar is completed in consultation with all teachers on the Programme, thus ensuring an even distribution of deadlines for assignment submission.
- Completed assignments must be submitted to your teacher for assessment by the stated deadline date, as per brief instructions.
- Each piece of Programme work submitted **must** have an **Assignment Submission Form** attached.
- Learners must sign consent to having submitted their work. This list will be carefully filed by the subject teacher or recorded electronically.
- Students must **save and retain a copy of all submitted work**. (As well as submitted assignments, the student is fully responsible for retaining a copy of all work, including supervisor's reports of work experience etc.).
- An assignment must be **the subject teacher** (as per submission guidelines). No one else has the authority to accept an assignment on a teacher's behalf.
- It is the **college policy not to return work** to students. Work will be destroyed following the appeal process.

Late Submission Procedures

If a student fails to submit their assignment before or on the agreed due date outlined in the assignment brief the assignment is deemed to be late.

- In **exceptional cases, such as certified illness or bereavement**; an assignment will not be deemed late if it is accompanied to by a supporting documentation. The following are **not** considered as exceptional circumstances:
 - Inability to have Course work ready by the due date.
 - Other Course work due near the due date.
 - Printer failure.
 - Course work mislaid or lost etc.

Extensions

- An extension may be arranged with the teacher but this must happen **before the date the assignment is due. In addition there.** There must be an extenuating circumstance that makes completing the assignment on time impossible.
- The student must email the relevant module teacher before the original date of submission to apply for an extension, a copy of the email must also be sent to the course coordinator.
- The decision to grant an extension is at the discretion of the module teacher with a new date for submission issued, which is usually within one week of the original submission date.

Late Submissions

- If a learner has not followed the extension procedures outlined above they must present to the module teacher who will instruct the learner to complete a **Late Submission Application Form**. It is up to the teachers' discretion whether to accept the assignment based on the reasons outlined in the form. **When deciding whether to accept work in such instances, teachers must ensure academic integrity and fairness across the college community.**
- In exceptional circumstances learners may be allowed to submit additional course work to obtain a pass grade within a module in order to achieve a full award. This process will take place after students have been notified of provisional results.
- No assignments will be accepted after the final academic year deadline, which will be given by management late in the academic year. This is to allow for QQI results' entry.

Late Submission Application Form

- The student must fill in this late submission application form and **attach it directly to the front of the assignment** and **submit directly to the module teacher only**.
- **It is at the discretion of the teacher to accept the late submission.**
- Final arbitration is at the discretion of college management.

<p>Student Name: _____ Email Address: _____</p> <p>Course: _____</p> <p>Module: _____</p> <p>Original date of submission: _____ Date of late submission: _____</p> <p>Reason for applying for a late submission: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Have you already applied for a late submission: Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Late Submissions: _____</p> <p>Indicate the reason for applying for previous late submissions: _____</p> <p>_____</p> <p>_____</p> <p>Discuss your attendance on the course to date: _____</p> <p>_____</p> <p>_____</p> <p>Discuss your participation on the course to date: _____</p> <p>_____</p> <p>_____</p>
Teacher Use Only
<p>Acceptance of late submission: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Teacher Signature: _____ Date: _____</p>