

SOCIAL POLICY: ESSAY/COURSEWORK SUBMISSION GUIDANCE



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Key areas	Assessment guidance
<p>General information</p>	<p>Your summative essay submission portal, along with your assessment questions, cover sheet etc., will appear on the relevant course Moodle page approximately 4 weeks before the assessment deadline.</p> <p>You have until 12:00 (midday) of the deadline date (UK time) to upload your file into the Moodle submission portal on the relevant course Moodle page.</p> <p>Each summative essay/coursework will have its own specific set of instructions for how to approach the assessment (i.e., question, word count, structure etc.), therefore it is important to read all the details under the 'Assessment Information' tile in Moodle.</p> <p>Please refer to the marking framework provided in the assessment information section on the relevant course Moodle page when completing your assessment.</p> <p>For general queries regarding the assessment submission process please contact socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate); and for queries regarding the assessment task, please contact a member of the course teaching team (i.e., course convenor or seminar leader).</p>
<p>Instructions for submitting assessments (Electronic upload via Moodle)</p>	<p>Please follow the submission instructions in the 'Assessment Information' section of the relevant course Moodle page, and the Coversheet for Submission document, which will be provided to you when your assessment is released on Moodle.</p> <ul style="list-style-type: none"> • You must complete all sections of the coversheet found on the course Moodle page and insert it as the front page of your work. • All parts of your submission including the coversheet must be saved in ONE individual file (unless stated otherwise). • The format must be a PDF file (unless stated otherwise). • Your name must not appear anywhere in your submitted work. You must only use your 5-digit candidate number. • Your work must remain within the recommended word limit of the assessment. • You must declare the word count when submitting your essay. • When submitting your work to Moodle you must accept the School's Academic Integrity Statement as part of your assessment submission. <p><i>(N.B if you are a student with My Adjustments and have a Letter of Notification you must also attach this as part of this single document upload. See also details below under 'Letter of Notification LoN')</i></p>
<p>Referencing & word count</p>	<p>Referencing</p> <ul style="list-style-type: none"> • If you are quoting, please ensure all sources (which includes books, articles, online resources etc.) are referenced in your work. • If you are paraphrasing the thoughts and words of another, there should always

	<p>be an acknowledgement (Name, Year).</p> <ul style="list-style-type: none"> • If you use any direct quotations from literature, you should use quotation marks and reference the source in text (Name, Year: Page) format and use the original punctuation from the quote. • You will need to provide a reference list at the end of your essay, and this must reference the author, name of publication and year of publication for any quoted material. Your reference list should follow a recognizable referencing format e.g., Harvard. • The LSE Library provides advice on citing and referencing. You can also find further guidance on referencing here: LSE LIFE in Moodle. <p>Word limit and word count</p> <ul style="list-style-type: none"> • If you include a graph, picture and/or table in your answer, this is not included in your overall word limit. • The reference list does not count towards the word limit, but in text citations (Name, Year) do. • Although you will typically need to make use of the full word limit to effectively answer each question, there is no penalty for writing less than the word limit. • Answers exceeding the word limit will incur no penalty, but there is no allowance for being over the word count, markers will only mark up to the word limit for each of your answers (there is no 10% rule).
Marking criteria	<p>Please refer to the marking framework provided in the assessment information section on each of the relevant course Moodle pages. If you have any queries, please contact socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate).</p>
Fit to sit/submit	<p>LSE has a fit to sit/ fit to submit policy - when you attempt a summative assessment, you are declaring yourself fit to complete it. "Fit" in this instance does not only apply just to physical or mental health, but other factors which may affect your academic performance.</p> <p>You need to decide if you are fit and able to sit and if you're not, you should follow the student guidance - extension, deferral and exceptional circumstances policies, and consider deferring the assessment.</p>
Extensions	<p>If you are struggling to meet a deadline due to circumstances outside of your control, you should request an extension before the submission deadline of your assessment. Extension requests submitted after the deadline cannot be considered.</p> <p>You should request an extension using the following online form:</p> <p>UG Students: https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-BSc PG Students: https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-MSc</p> <ul style="list-style-type: none"> • For assessments that require more than 24 hours to complete and submit, the maximum extension that you will be able to request is 50% of the original submission period; e.g. for a one-week assessment, the maximum permitted extension will be 4 days.

	<p>You will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. The Standards of Evidence (SoE) table illustrates the evidence that will normally be required when you request an extension.</p> <p>Whatever evidence you submit, it is crucial that it confirms, either implicitly or explicitly, the impact upon you of your circumstances at the relevant times (for example, your assessment deadline) and is supplied by an independent party that witnessed the impact - or where the circumstances/timing are such that the impact can be clearly implied. Decisions will be made solely on your statement and the corroboratory evidence you submit.</p> <p>Exam Sub-Board Chairs must be able to confirm your statement by looking at the evidence supplied, so you should ensure that you submit sufficient relevant evidence.</p> <p>Further guidance on the School's extension policy is available here.</p>
Deferral	<p>In the case of assessments with an assessment window of 24 hours or less (including on-campus exams or their online equivalent) you can only defer your assessment up until the start of the affected assessment. Any deferral requests received after an assessment has started or has been released will not be accepted.</p> <p>For all deferrals, you will need to give a reason to the Student Services Centre (SSC), and complete the deferral request form here for your request, with a clear supporting statement, and evidence that corroborates your statement. Once completed, submit your form and supporting evidence to the Student Services Centre via this enquiry form. Evidence must meet the Standards of Evidence (SoE) requirements.</p> <p>Once a deferral has been approved, you will not be able to withdraw it if you submit an assessment/sit an exam.</p> <p>Please note, if you have a visa to study in the UK, deferring your assessments may have implications and you should read the information here before you defer. If, having read the FAQs on the page, you have any further queries regarding your options and obligations, you must discuss your situation with the International Student Visa Advice Team as soon as possible for advice.</p> <p>Further information on the School's deferral policy can be found here.</p>
Exceptional circumstances	<p>If, after submitting your assessment, you feel that your performance has been affected by unforeseen circumstances that were outside of your control, then you should submit Exceptional Circumstances (ECs).</p> <p>To apply for Exceptional Circumstances, you will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. The Standards of Evidence (SoE) table illustrates the evidence that will normally be required when you request an extension.</p> <p>Information about the School's exceptional circumstances policy can be found here.</p>

<p>Penalties for late submission</p>	<p>To ensure the academic integrity of the School's assessments and its awards, it is necessary to apply late mark penalties where an assessment is received after the published deadline or agreed extension.</p> <p>The penalties for late submission are as follows:</p> <p>Assessments of longer than three weeks:</p> <ul style="list-style-type: none"> • Five percentage marks will be deducted per day (this includes weekends, bank holidays and School closure days), or part, thereafter late. <p>Where an assessment is submitted late it may be possible to consider your reason(s) for late submission and determine whether or not to apply a penalty; in cases such as this, please contact socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate) as soon as possible after submitting your work, to explain why you could not submit on time.</p> <p>If you encounter exceptional difficulties outside of your control which prevent you from submitting on time during the assessment window, you may also want to submit Exceptional Circumstances within the normal deadline.</p>
<p>Turnitin</p>	<p>Turnitin is enabled for all Social Policy assessments submitted via Moodle.</p> <p>Please note that any summative work you have already completed and submitted, will have been stored in the Turnitin repository: therefore, your assessment submissions will be checked against these (as well as the usual material in the standard repository e.g., journals, books etc.).</p> <p>Formative work is not stored in Turnitin and therefore will not be checked against your summative assessment.</p>
<p>Statement for students with My Adjustments (MA) or Central Exam Adjustments (CEAs)</p>	<p>If you have My Adjustments/CEAs entitling you to extra writing time and/or rest breaks, these will only be applied by the Social Policy Programme Support Office to the following assessment(s):</p> <ul style="list-style-type: none"> • Time limited assessments to be taken at any time within a 24-hour window <p>In their design, all other assessments (i.e., assessments with more than a 24-hour window) already incorporate any extra writing time and rest break adjustments for students with My Adjustments/CEAs. The full assessment period should give each student the opportunity to complete their task(s) at a time and within a timeframe that is appropriate to their individual circumstances.</p> <p>If you require additional time to complete your assessment, based on your My Adjustments, you should submit an extension request using the following form in advance of your deadline:</p> <p>UG Students: https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-BSc PG Students: https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-MSc</p>

<p>Letter of Notification (LoN)</p>	<p>If you have a 'Letter of Notification' as part of your 'My Adjustments' you will need to attach this to the front of your assessment submission.</p> <p>If you do not have a digital copy of the appropriate Letter of Notification, please contact the Disability and Wellbeing Services (DWS) for guidance (disability-wellbeing@lse.ac.uk).</p>
<p>Academic Integrity Statement</p>	<p>The work you submit is expected to be 100% your own. Therefore, unless instructed otherwise, you must not collaborate or confer with anyone during the assessment. You must ensure all sources (which includes books, articles, on-line resources) used in your work are correctly referenced. The School will carry out checks to ensure the academic integrity of your work. Many students that break the School's assessment regulations did not intend to cheat but did not properly understand the School's regulations on referencing and plagiarism.</p> <p>The School considers all forms of plagiarism, whether deliberate or otherwise, a very serious matter and can apply severe penalties that might impact on your award. Further information about the School's assessment offence regulations can be found here.</p> <p>Plagiarism is not just about cheating; it's about accurately and appropriately referencing the work of others. Therefore, before you submit your work you should carry out the following checks:</p> <ul style="list-style-type: none"> • That all sources are correctly referenced both in the bibliography and within the body of your work. • That where you have quoted a source you have used quotation marks. • That you have not re-used work you have previously submitted to the School. This must be referenced properly as above, or this will be considered self-plagiarism. <p>By submitting this work, you confirm that you have read the above statement, School regulations and checked to ensure all information, concepts or words that originate from other sources are correctly and appropriately referenced.</p> <p>When submitting your work to Moodle you must also accept the School's Academic Integrity Statement as part of your assessment submission.</p>