

# SOCIAL POLICY: GROUP ASSESSMENT SUBMISSION GUIDANCE



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

Key areas	Assessment guidance			
General information	Course Code	Assessment Type	Weighting breakdown	Term
	-	-	-	-
<p>Your <b>summative group assessment submission portal*</b> along with your assessment instructions, cover sheet, specific guidance etc., will appear on the course Moodle page approximately 4 weeks before the group assessment (poster/presentation) deadline.</p> <p><i>*Please refer to your assessment brief on Moodle for guidance on when/where to submit your work.</i></p> <p>For this style of assessment remember the following:</p> <ul style="list-style-type: none"> <li>• Ensure all group members participate constructively and equally, and all group members (<i>for presenting</i>) are ready to respond to questions.</li> <li>• Plan how you will organize your work (e.g., how you will each cover different readings in your research).</li> <li>• Read LSE Life’s guidance on group work <a href="#">here</a>.</li> </ul> <p><b>Time Limit</b> (<i>for group presentations only</i>):</p> <ul style="list-style-type: none"> <li>• Give each section of the presentation a clear time slot</li> <li>• Keep to the time assigned for your presentation, do not over-run or under-run</li> </ul> <p><b>Important:</b> Please refer to the <b>marking framework</b> provided in the assessment information section on the relevant course <a href="#">Moodle</a> pages when completing your assessment.</p> <p>For <b>general queries</b> regarding the assessment submission process, please contact the relevant Programme Support Team (<a href="mailto:socialpolicy.ug@lse.ac.uk">socialpolicy.ug@lse.ac.uk</a> for UG enquiries and <a href="mailto:socialpolicy.msc@lse.ac.uk">socialpolicy.msc@lse.ac.uk</a> for PG enquiries) regarding the assessment task, please contact a member of the course teaching team (e.g., your course convenor or class teacher).</p>				

<p><b>Instructions for submitting assessments (Electronic upload via Moodle)</b></p>	<p>Please follow the submission instructions in the ‘<b>Assessment Information</b>’ section of the relevant course Moodle page, and the <b>Coversheet for Submission</b> document (where applicable), which will be provided to you when your assessment is released on Moodle.</p> <ul style="list-style-type: none"> <li>You must complete all sections of the coversheet and insert it as the front page of your work. Ensure you have added all your <b>group members' candidate names on the cover sheet (or candidate numbers if specified)</b>.</li> <li>All parts of your group submission, including the coversheet, must be saved in <b>ONE</b> individual file.</li> <li>The format must be a <b>PDF</b> file (unless stated otherwise). See further instructions for submitting <a href="#">here</a>.</li> <li>Your work must remain <b>within the recommended word limit</b> (if applicable) of the assessment, and you must declare the word count when submitting your group assessment.</li> <li>When submitting your work to Moodle you must accept the School’s Academic Integrity Statement as part of your assessment submission.</li> </ul>
<p><b>Referencing &amp; Word Count</b></p>	<p><b>Referencing</b></p> <ul style="list-style-type: none"> <li>If you are <b>quoting</b>, please ensure all sources (which includes books, articles, online resources etc.) are referenced in your work.</li> <li>If you are <b>paraphrasing</b> the thoughts and words of another, there should always be an acknowledgement (Name, Year).</li> <li>If you use any <b>direct quotations</b> 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.</li> <li>You will need to provide a reference list <b>at the end of your group work (i.e., final presentation slide)</b>, 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.</li> <li>The <a href="#">LSE Library</a> provides advice on citing and referencing. You can also find further guidance on referencing here: <a href="#">LSE LIFE in Moodle</a>.</li> </ul> <p><b>Word limit and word count (where applicable)</b></p> <ul style="list-style-type: none"> <li>If you include a graph, picture and/or table in your answer, this is <b>not</b> included in your overall word limit.</li> <li>The reference list <b>does not</b> count towards the word limit, <b>but in text citations (Name, Year) do</b>.</li> <li>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.</li> <li>Answers exceeding the word limit will incur no penalty, but there is no allowance for being over the word count, <b>markers will only mark up to the word limit for each of your answers (there is no 10% rule)</b>.</li> </ul>

<b>Fit to sit/submit</b>	<p>LSE has <a href="#">a fit to sit/ fit to submit policy</a> - 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 <a href="#">student guidance - extension, deferral and exceptional circumstances policies</a>, and consider deferring the assessment.</p>
<b>Extension</b>	<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><b>You should request an extension using the following online form:</b></p> <p><b>UG</b> - <a href="https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-BSc">https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-BSc</a></p> <p><b>PG</b> - <a href="https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-MSc">https://www.lse.ac.uk/social-policy/secure/Extension-Request-Form-MSc</a></p> <ul style="list-style-type: none"> <li>• For assessments with durations of 4 weeks or more, extensions will normally be for short periods of time - for example a few days or a week, up to a maximum of 10 working days.</li> </ul> <p>You will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. Evidence must meet the <a href="#">School's Standards of Evidence (SoE)</a> requirements.</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><b><u>Extension requests for group work must be submitted by all members of the group. Extensions cannot be granted to one individual student in the group due to the nature of the assessment. However, if you believe you, individually, are not fit/able to submit/complete the assessment please see the 'Deferral' section below.</u></b></p> <p>Further guidance on the School's extension policy is available <a href="#">here</a>.</p>

<b>Deferral</b>	<p>In the case of <b>assessments with an assessment window of 24 hours or less</b> (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 <a href="#">here</a> 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 <a href="#">this enquiry form</a>. Evidence must meet the <a href="#">Standards of Evidence</a> (SoE) requirements.</p> <p><b>Once a deferral has been approved, you will not be able to withdraw it if you submit an assessment/sit an exam.</b></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 <a href="#">here</a> 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 <a href="#">International Student Visa Advice Team</a> as soon as possible for advice.</p> <p>Further information on the School's deferral policy can be found <a href="#">here</a>.</p> <p><b>Deferral requests must be submitted individually, and not as a group request.</b></p>
<b>Exceptional Circumstances</b>	<p>If you have submitted an assessment or sat an exam and you feel your performance has been affected by unforeseen circumstances that were outside of your control, then you should submit Exceptional Circumstances (ECs).</p> <p><b>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.</b></p> <p>Information about the School's Exceptional Circumstances policy can be found <a href="#">here</a>.</p>
<b>Penalties for late coursework submissions (coursework components only)</b>	<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><b>The penalty for late submission of summative group assessments (i.e., assessments of longer than three weeks) is as follows:</b></p> <ul style="list-style-type: none"> <li>• A penalty of 5 percentage marks per 24-hours (normal days not just working days), or part 24-hours, thereafter late.</li> </ul> <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 the relevant Programme Support Team (<a href="mailto:socialpolicy.ug@lse.ac.uk">socialpolicy.ug@lse.ac.uk</a> for UG enquiries and <a href="mailto:socialpolicy.msc@lse.ac.uk">socialpolicy.msc@lse.ac.uk</a> for PG enquiries) 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 submitting on time during the assessment window, you may also want to submit <a href="#">Exceptional Circumstances</a> within the normal deadline.</p> <p><b>Any penalty for late submission will apply to all the group members' marks.</b></p> <p><i>Where applicable, if you do not attempt the presentation component of a group assessment, and have not deferred this component, please contact the relevant Programme Support Team as soon as possible for further guidance and you should submit <a href="#">Exceptional Circumstances</a>.</i></p>
<b>Turnitin</b>	<p><b>Turnitin is enabled for all Social Policy assessments submitted via Moodle.</b></p> <p>Please note that <b>any summative</b> 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><b>Formative</b> work is not stored in Turnitin and therefore will not be checked against your summative assessment.</p>
<b>Statement for students with My Adjustments (MAs)</b>	<p>In their design, most assessments (i.e., assessments of longer than 3 weeks) already incorporate any extra writing time and rest break adjustments for students with My Adjustments.</p> <p>The full assessment period for group assessments should give each student the opportunity to complete their assessment at a time and within a timeframe that is appropriate to their individual circumstances. Therefore, no additional time adjustments will be added.</p> <p>More information on the 'My Adjustments' process can be found <a href="#">here</a>.</p>
<b>Letter for Notification (LoN)</b>	<p><i>Not required for group work.</i></p>
<b>Academic Integrity Statement</b>	<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</p>

information about the School's assessment offence regulations can be found [here](#).

**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:

- 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.

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.

**When submitting your work to Moodle you must also accept the School's Academic Integrity Statement as part of your assessment submission.**