SOCIAL POLICY: ONLINE ASSESSMENT SUBMISSION GUIDANCE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

Key areas	Assessment guidance						
Brief description and format of assessments	Course Code	Assessment Type	Duration of Assessment Window	No. of Questions to Answer	Word Limit per Question	Total Word Limit of Paper	Approximate Hours of Effort per Paper
	-	-	-	-	-	-	-
	Your assessment portal, along with your assessment questions, cover sheet etc., will appear on the course Moodle page at the time that the assessment is due to be released (please refer to the submission deadlines section below for the release and submission dates of your assessment).						
Referencing & word count	**Referencing** • If you are quoting, please ensure all sources (which includes books, articles, online resources etc.) are referenced in your work. • You are **not expected to provide direct quotes** and do not need to provide page numbers if paraphrasing the thoughts and words of another, you only need to reference this in the text with (Name, Year). • If you do use any **direct quotations** from literature, you should use quotation marks and a reference to the source in text (Name, Year: Page) format. • You will need to provide a short references list **at the end of each essay question** (e.g. two references lists for two questions) and these 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. **Word limit and word count** • 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. **Markers will only mark up to the word limit for each of your answers (there is no 10% rule).**						
Marking criteria	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).						
Guidance for approaching the assessment	• For those online exams where you have a window in which to complete your assessment, **you are strongly discouraged from spending more than the recommended hours of effort on the assessment**.						

	• You must complete all sections of the coversheet 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. • Your name must not appear anywhere in your answer paper. **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. • As part of the coversheet you will be asked to sign 'Fit to submit' and 'Integrity' statements.
Expected time to be spent on assessment	Please refer to the table at the top of this form under 'Brief description and format of assessments' for details on approximate hours of effort for each assessment. Please remember that: • **We are keen to encourage you to see these papers as a take-home exam, not summative essays**. Once you come to look at the questions, we do not expect you to be doing additional reading or research beyond your notes and revision. We have decided to allow one week rather than a shorter window in order to reduce anxiety and uncertainty about what will be happening in your households on a given day. **But you are not expected to spend longer than the recommended hours of effort on each assessment.** • These online assessments have been carefully designed to enable you to show what you have learned in the recommended time frame.
Instructions for submitting assessments (Electronic upload via Moodle)	Please follow the instructions in the **Online Assessment Instructions and Question Paper document** and the **Coversheet for Submission document**, which will be provided to you when your online assessment is released on Moodle. For all papers, you should type all answers in the space provided within the coversheet, and then you must submit your electronic copy of your summative assessment in a single document **by the published deadline. Only one file should be submitted for each assessment** *(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')* The format must be either a **Microsoft Word Document** (.doc or .docx) or **pdf** file. See further instructions for submitting here.
Submission deadlines	You have until **12:00 (midday) on the following deadline dates** to upload your file into the Moodle submission portal on the relevant Moodle page for each course:

Course Code	Assessment Type	Release Date	Deadline for Submission
-	-	-	-

Queries during the assessment window & [Tech Support](#)	If you have any queries during the assessment window, please email socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate); working hours of the Programme Support Office will be communicated to students in advance of relevant assessment periods. Please do not contact course convenors directly with any queries. We will take forward any relevant queries on your behalf. Please remember that you must not include any reference to your candidate number in your query. Any cohort-level responses will be communicated to all via Moodle announcements for each course, where applicable. In case of technical issues, you should contact tech.support@lse.ac.uk with the subject heading: **Assessment inquiry** and **course code**. Please copy (CC) socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate).to your email inquiry. [DTS Tech Support](#) (Tech.Support@lse.ac.uk or (+44) 020 7107 5000) will be available to offer support to students throughout the assessment period. Contact details for Tech Support are available [here](#). It is your responsibility to ensure your device is in full working order and that you save your work at regular intervals. We also recommend that you save your work to cloud-based storage. If you experience difficulties uploading your work to Moodle, you should email a copy of your work to socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate) before your deadline. If two submissions are received, the version received via Moodle will be considered for marking.
Fit to sit/submit	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. 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.
Extensions	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. **You should request an extension using the following online form:** **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 • **Extensions will not be granted for assessments lasting 24 hours or less.** • **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. 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. 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. 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. Further guidance on the School's extension policy is available [here](#).
Deferral	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. 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. **Once a deferral has been approved, you will not be able to withdraw it if you submit an assessment/sit an exam.** 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. Further information on the School's deferral policy can be found [here](#).
Exceptional circumstances	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). **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. Information about the School's exceptional circumstances policy can be found [here](#).

| Penalties for late submission | 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.

The penalties for late submission are as follows:

Time limited assessments to be taken at any time within a 24-hour window

- One percentage mark will be deducted per minute (or part-minute) the submission is late, up to a total of 15 minutes.

- Students who submit more than 15 minutes late will receive a **zero mark.**

- These students should submit exceptional circumstances and the Exam Board will consider whether the zero mark will be discounted or, where the student has run out of attempts, a further opportunity to attempt the assessment.

- Students who are not 'Fit to Sit' would be expected to defer in advance of the assessment window.

Assessments with a one-week window:

- **For the first 24 hours after assessment submission deadline:** Five percentage marks will be deducted for every half-day (12 hours), or part of a half day the assessment is received late. This will result in a maximum penalty of ten percentage marks for the first 24 hours.

- **For beyond the first 24 hours after assessment submission deadline:** Ten percentage marks will be deducted for the first 24 hours, as above, then five percentage marks will be deducted per 24 hour period (not limited to working days) the assessment is late, or part of a 24 hour period, thereafter

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.

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. |
| **Turnitin** | **Turnitin is enabled for all Social Policy assessments submitted via Moodle.**

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.).

Formative work is not stored in Turnitin and therefore will not be checked against your summative assessment. |

Statement for students with My Adjustments (MA) or Central Exam Adjustments (CEAs)	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): • **Time limited assessments to be taken at any time within a 24-hour window** Please check the submission portal for your assessment (once available) to ensure that your adjustments have been applied, and contact socialpolicy.ug@lse.ac.uk or socialpolicy.msc@lse.ac.uk (as appropriate) if you have any questions/concerns. In their design, all other assessments (i.e., assessments with a one-week 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. If you require additional time for a one-week assessment, based on your **My Adjustments,** you should submit an extension request using the following form in advance of your deadline: **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
Letter of Notification (LoN)	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. 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).
Academic Integrity Statement	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. 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. **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.