



ASSIGNMENT SUBMISSION PROCEDURE IN LINE WITH PEARSON  
GUIDELINES

All assignment must be submitted in Turnitin by the deadline specified in the assignment brief. You will be given Turnitin log in details before submission date. A link will be created for each unit and it will be active for two weeks when you need to submit your assignment. The window will remain open until midnight and you will NOT be able to submit that. The steps of the assignment submission are as follows:

**Step 1:** You must submit your assignments to the Turnitin link created for you. Submit your assignment for plagiarism check first. If your assignment shows a high plagiarism, you must make changes to your assignment in order to reduce it to an acceptable level. According to our policy, the acceptable similarity index is between 0 -30%.

**Step 2:** You must attach the Declaration Form to the top of your assignment. Make sure that you put this in using a text box to bypass plagiarism check.

**Step 3:** Submitted assignments will be assessed and internally verified within the period ear marked in the Assessment Plan usually **within two weeks** after the submission deadline.

**Step 4:** Once the assessment is completed, the Internal Quality Assurer (IQA) will verify the standard of assessment and write reports.

**Step 5:** Once the IQA is completed, you will be able to view your assessment feedback in Turnitin. The result will be compiled by admin and inform the assessor to give you feedback.

**Step 6:** If you have passed you do not need to do anything. If, however, you did not pass or your assessment is withheld because of the high plagiarism, you need to **resubmit** your work after giving acceptable reason as to why the similarity index was high. You must improve your assignment incorporating the suggested assessment feedback. Only one re-submission is allowed for a unit.

**Step 7:** The resubmission deadline is set **five weeks after the original submission deadline**. A new link will be opened in Turnitin after three weeks of the original submission deadline. You need to re-submit your work using the **Resubmit link**.

### **Extensions to deadlines for NCFE Courses**

Students should only be given authorised extensions for legitimate reasons and extenuating circumstances, such as illness at the time of submission. So, a student must formally apply for an extension if they have genuine reasons for not meeting a deadline. If an extension is granted, the new deadline must be recorded and adhered to. A short Extension is for up to and including 10 working days and is usually for one assignment only.

Extension requests should be made prior to the assessment deadline and should be formally approved by the Course Leader. The duration of extensions should be consistent across all students and should not be after summative feedback has been issued to the other students on the programme. All extensions granted by the Course Leader must be recorded and made available at the Assessment Board and to the External Examiner (EE).

### **Resubmissions/Resits for NCFE Courses**

Every assignment contributes to the final qualification grade; therefore, it may be appropriate for the Course Leader or Assessment Board to authorise an opportunity for a student to resubmit evidence to meet the assessment criteria targeted by an assignment. The Course Leader can only authorise resubmissions if this responsibility has been delegated to them by the Assessment Board beforehand.

If Tutor have accepted student work that has been submitted late, a resubmission can only be authorised if the work has not met the Pass criteria and can only provide an opportunity for the student to achieve the Pass criteria. It is strongly recommended that tutor do not accept work that has been submitted later than 7 days of the published deadline, and for which an extension was not requested and approved, under any circumstances.

One resubmission is allowed if a student does not achieve a pass on first submission (same assignment). The reassessment opportunity will be capped at Pass for that unit.

### **Retake of internal assessment**

A learner who has not achieved the level of performance required to pass the relevant learning aims after resubmission of an assignment may be offered a single retake opportunity using a new assignment. The retake may only be achieved at a pass. The Lead Internal Verifier must only authorise a retake of an assignment in exceptional circumstances where they believe it is necessary, appropriate and fair to do so.

## **Late Submission**

Those of you did not submit your assignment by the previous deadline you may still submit within 10 working days beyond the original submission date but this will be considered as late submission. This does not apply to re-submissions. The late submission will be assessed and if your work is of a pass standard, it will be capped as pass only (merit or distinction will not be offered).

## **Mitigating Circumstances**

You may apply for special consideration for a late submission if your learning was seriously affected or you were seriously disadvantaged which had an impact on your assignment preparation. Circumstances might include illness, accident, disability or bereavement.

You can make an application to the Principal for special consideration together with the appropriate documentary evidence. The Principal will give an approval or otherwise, depending the merit of your application. The request must be lodged no later than three working days after the date of the submission deadline. For you to be able to submit your assignment, a new link will be created in Turnitin and the work will be assessed as normal.

## **Submission Format**

You should prepare your assignment in a way that all the learning outcomes are covered and the assessment criteria are answered appropriately. You are required to make use of headings, sub-heading, paragraphs, and subsections as appropriate and ensure that the report is justified aligned. You are required to use Microsoft Word and Times New Roman or Arial at size 12.

## **Instructions to complete your assignment**

1. This assessment is designed to assess your achievement of all the Learning Outcomes and associated assessment criteria in the relevant unit of the qualification you are undertaking.
2. You should make sure that you plan your work carefully, to ensure that you cover all the requirements of the assignment and complete it within the time limit specified.
3. You must make sure that you acknowledge any sources you have used to complete this assignment, listing reference material and web sites used.
4. Your assignment should be your own work and you need to give reference to support and strengthen your work, where appropriate using the Harvard Referencing System (HRS).
5. You should also follow a recommended word limit as indicated in the respective assignment brief, although you will not be penalised for exceeding the total word limit.
6. You must include the declaration statement (given below) with your submission.

## Declaration statement

I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

## Further Guidance- Grading

Each Unit will be graded as a **Pass**, **Merit** or **Distinction** as per achievement of the expected grades.

- **To achieve a Pass**, you must satisfy all the Pass criteria for the learning outcomes, against the specified *Assessment Criteria* for Pass.
- **To achieve a Merit**, you must satisfy all the Merit criteria (and therefore the Pass criteria) through high performance in each learning outcome.
- **To achieve a Distinction**, you must satisfy all the Distinction criteria (and therefore the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.
- If all the assessment criteria for Pass have not been achieved adequately, the work is graded as '**Referred**'.
- **Withheld**: If your submitted work shows more than 20% similarity or the assessor has any concern regarding the originality of your work, it will be graded as '**Withheld**'. The assessor will apply their professional judgement and may call you for an interview to ascertain originality.
- **Late Submission**: For any late submission, the grade is **capped** at a **PASS**.
- Only one opportunity for **re-assessment** of a unit will be permitted and in this case the re-assessment will have its grade capped at a **PASS**.

## The responsibility of Admin Office

- Facilitate the Assessment, IQA and EQA process
- Register students with the awarding organisation within the deadlines
- Keep awarding organisation database up to date with timely withdrawal or transfer of students
- Facilitate certification claims including unit certifications when a learner has not been able to complete the full programme of study

[LSCI/Policies/2026](#)  
[Assignment Submissions Procedure](#)  
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