

Late Submission Guide



How To Submit Your Work Late

Students are permitted to submit work up to a maximum of **five working days** after the published submission deadline. Work must be received by **2pm** on the fifth working day. Follow the instructions below to submit your work successfully:

1. Go to the following link:

<https://web.anglia.ac.uk/onet/academic/assess/latesubmission.phtml>

2. Scroll down to **Step Four**.

Step 4 - Select your Faculty and submit your work

(A) Click on the appropriate Faculty - ARL (Anglia Ruskin London Campus)

BELOW:



- (B) A new e-mail message will open with the "To" and "Subject" fields pre-populated. Do not change these.
- (C) Answer the questions in the body of the e-mail message. Failure to provide all the required information is likely to delay the processing of your work.
- (D) Attach your work (including, if appropriate, your Turnitin originality report) to the e-mail message.
- (E) Send the e-mail. By sending this message, you are agreeing to the following:

I understand that the piece of work submitted will be considered as the final and complete version of my assignment of which I am otherwise the sole author. I understand both the meaning and consequences of plagiarism and that my work has been appropriately attributed unless otherwise stated. I have not knowingly allowed another to copy my work.

If the automatic template does **not** generate when clicking on the correct faculty link. Click on the link below:

[Click here for help if the above links do not automatically generate an e-mail template message.](#)

Once clicked, please follow the instructions below:

(A) Copy and paste the following questions into the body of your e-mail message:

1. SID Number (eg: 1234567/1):
2. Module Code: MOD00????
3. Module Title:
4. Course Title:
5. Module Element (eg: 010, 011):
6. Original Deadline (or extension) Date:
7. Word Count:
8. Other Information (eg: Turnitin Receipt Number):
9. Have I remembered to attach my work to this e-mail message?

By submitting this e-mail message, I confirm that I understand that the piece of work submitted will be considered as the final and complete version of my assignment of which I am otherwise the sole author. I understand both the meaning and consequences of plagiarism and that my work has been appropriately attributed unless otherwise stated. I have not knowingly allowed another to copy my work.

(B) Answer all nine questions. Failure to provide all required information will delay the processing of your work.

(C) Attach work.

(D) Send the e-mail. By sending this message, you are agreeing to the following:

I understand that the piece of work submitted will be considered as the final and complete version of my assignment of which I am otherwise the sole author. I understand both the meaning and consequences of plagiarism and that my work has been appropriately attributed unless otherwise stated. I have not knowingly allowed another to copy my work.

Late Submission – FAQs

I have missed my deadline – what can I do?

It is still possible to submit your coursework piece up to five working days after the original deadline (at 2pm). Any work submitted after this time will not be accepted, and will result in a mark of 0 for that element.

What happens if I hand my work in late?

All work submitted late will be capped at 40% as per the academic regulations. If you believe your work is going to be late due to an extenuating circumstance, you may be eligible to apply for mitigation. Please contact the iCentre@london.aru.ac.uk for further details.

I am trying to upload my work through the VLE, but the Turnitin link has expired?

This means the deadline for your work has now passed and you will be unable to submit your work on-time through VLE. Instead, you must follow the above instructions to submit your work as a late submission.

I have missed my extension deadline, what can I do?

All students who have been awarded an extension may also submit their work late; however, this must be up to five working days after the extended deadline (at 2pm). Please be advised that you are unable to apply for another extension if you have already missed the revised deadline.

How can I test the similarity of my work if the deadline has passed?

Students who wish to check the similarity report on their *Late Submission* are able to do so by using the *Turnitin Practice Area* on the VLE.

Guidance on Avoiding a Late Submission

The submission deadline is always available to you via the VLE module page or assignment briefs. If you are still unsure of the deadline date, please contact your lecturer, module leader or the iCentre.

Please plan ahead to avoid technological errors and submitting your work last minute. If you are having trouble with Turnitin, contact the iCentre as soon as possible using the LiveChat service.

Give yourself a reasonable amount of time, so you can produce work to the best of your ability - you can always hand in your work earlier.

If you need any further information, please contact the Director of Studies Office on DOS@london.aru.ac.uk