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## **Late Submission of Assessments (Extensions) Policy**

### **1. Context**

Trinity College Dublin, the University of Dublin, hereinafter referred to as Trinity, is committed to ensuring that its assessment practices are robust, equitable, transparent, and inclusive, and that they support and enhance student learning. Effective assessment systems which include defined submission deadlines, are essential for measuring student learning for progression and in upholding the integrity of academic standards and awards.

### **2. Purpose**

The purpose of this Policy is to clearly outline the expectations regarding the submission of assessments, the procedures for dealing with assessments that are submitted after designated deadlines and the consequences of late submissions.

### **3. Benefits**

This policy aims to ensure fairness and consistency in handling late submissions. Adherence to this policy allows academics to manage their workload effectively and thereby provide timely feedback to students, which supports the learning experience.

### **4. Scope**

- This Policy applies to undergraduate and taught postgraduate students who submit assessments, and to postgraduate research students when submitting assessments as part of the structured component of their degree.
- This Policy does not apply to postgraduate research students' theses, annual review reports or confirmation reports, as separate procedures for late submission or extension to these submission deadlines are outlined in the Calendar Part III.

### **5. Principles**

This policy is underpinned by the following principles:

- Trinity sees the attainment of its academic standards as essential for all students wishing to obtain one of its qualifications or to progress towards doing so.
- Assessment supports the student learning outcomes, the acquisition of graduate attributes (where relevant) and the maintenance of academic standards.
- Timelines for assessment submission are clearly outlined and communicated, and consideration is given to ensuring that a reasonable balance of assessment workload is achieved.
- Students have a responsibility to inform themselves of relevant deadlines and to submit assessments on time.



- Submission deadlines and the penalties for late submission are clearly communicated.
- Recognizing that students may face legitimate challenges that impact their ability to submit work on time, provisions are made for considering extenuating circumstances and offering support where needed.

## 6. Policy

- 6.1 The procedure for and mode of submitting assessments should be clearly outlined in the module or programme handbook, on Blackboard and/or through other appropriate communication fora.
- 6.2 The deadline/s by which assessments are to be submitted should be clearly outlined and communicated, along with the penalties for late submission.
- 6.3 Reasonable accommodations may be made for disabled students, where evidenced by an appropriate Learning Educational Needs Summary (LENS) report, or for students who may be otherwise disadvantaged due to circumstances beyond their control. Module coordinators and relevant staff must ensure that students with LENS reports are provided with the reasonable accommodations outlined in their report, including additional time for submission if appropriate, without further requests for documentation in support of the reasonable accommodation. Such accommodations will not compromise the academic rigor and standards of the assessment modality and methodology, and will be in accordance with Trinity's regulations and with relevant national legislation (see [Reasonable Accommodations Policy](#)).

While students are encouraged to communicate their needs, staff should proactively consider relevant LENS-based accommodations and incorporate them when managing submission deadlines. Module coordinators, tutors, and other relevant staff should acquaint themselves with how to access LENS reports and how to generate lists of students that have LENS-based reasonable accommodations (see [Guidance on accessing LENS Reports in SITS/module co-ordinators](#)). School Disability Liaison Officers should ensure that School staff who need to be aware of students' Reasonable Accommodations have access to the LENS report information in SITS (see the webpage [Guidance on accessing LENS Reports in SITS/DLO-steps](#)).

For students with the appropriate Non-Standard Reasonable accommodations specifying "flexible assessment deadlines" a default extension of one week should be permitted automatically if it is practical for this to be accommodated. If for any legitimate reason it is not possible to facilitate an automatic extension of a week (e.g. submission date for course work is within a week of examination boards or the number of students requesting an extension means that it is not possible for academics to meet the marking deadlines), the module co-ordinator or person responsible for extensions must contact the student to let them know. In this scenario, the module co-ordinator or person responsible for



extensions may consider whether the student can commence work on an assignment earlier to allow additional time overall. Other possible alternative arrangements should be considered and made available to students. If the student is seeking a longer extension than a week, the student needs to contact the module co-ordinator or person responsible for extensions to get agreement on this.

Where students with the appropriate Non-Standard Reasonable accommodations who are eligible for an automatic default extension of one week are engaged in groupwork activities, it is preferable to grant an extension to the entire group. However, if for logistical reasons or in order to maintain the integrity of the assessment process it is not possible to facilitate this, the module co-ordinator or person responsible for extensions should communicate this to the student and discuss possible alternative arrangements.

## 6.4 Approved late submission of assessments

6.4.1 A process for application for late submission of assessments should be in place at programme or module level and clearly communicated to students.

Where a student is not able, for legitimate reasons, to submit assessments by the due date, they are asked to contact their marker, module coordinator, or person responsible for extensions in the first instance via email (copying in their course co-ordinator or tutor (in the case of undergraduate students) or the course director (in the case of postgraduate students)), as soon as the issue arises. This should normally be before the deadline has passed and should outline their case for an extension to the deadline. In the absence of a reasonable accommodation regarding extra time in a students' Learning Educational Needs Summary (LENS) report, the student must support such an extension request with appropriate documentation e.g. medical certificate, or proof of *ad mis* grounds or extenuating circumstances.

6.4.2 If the student does not feel comfortable sending the private or sensitive documentation to the module co-ordinator or person responsible for extensions, the Tutor (in the case of undergraduate students) or the Postgraduate Advisory Service (PAS) (in the case of postgraduate students) may do so on their behalf. Moreover, the tutor or member of PAS may indicate to the coordinator that they have seen supporting documentation rather than transmit the document.

6.4.3 If the extension application is approved, a revised submission date for the assessment will be agreed (between the module/course co-ordinator/person responsible for extensions and the student).

6.4.4 The length of time given as an extension will depend on the nature of the circumstance and the supporting evidence provided, where relevant. It will also



depend on the credit weighting of the assessment component. Normally the period of extension would not exceed a week.

- 6.4.5 Supporting documentation will be deleted in order to protect the student's data and respect their right to privacy (as per College Student Record Management Policies).

## **6.5 Late submission of assessments without approval**

Where a student submits an assessment after the deadline, without extenuating circumstances/late submission approval, the following penalties will apply:

- The penalties for late submission of assessments should be outlined in the programme/module handbook or wherever assessment information is published e.g. for submissions up to five days late, including weekends, a daily penalty will apply.
- Submissions received more than five days late, including weekends, without a pre-agreed extension, a medical certificate or documented evidence of significant extenuating circumstances may be refused marking.

## **6.6 Late submission not feasible**

In some modules, a student's case for late submission/extension may be accepted but, for logistical reasons it is not feasible to grant an extension due to assignment structure and timing. Such a situation must be made clear to students in the module descriptor and in the module/programme handbook. A suitable alternative arrangement must be made available to students with approved extenuating circumstances. An example of a suitable alternative arrangement could involve deferring the assignment to a different period with no mark capping imposed.

## **6.7 Appeals**

A defined process for appealing penalties or decisions related to late submissions should be in place locally and outlined in the module/programme handbook.

## **7. Responsibility and Implementation**

- 7.1 The Senior Lecturer/Dean of Undergraduate Studies, and the Dean of Graduate Studies, as appropriate.

## **8. Related Documents**

- 8.1 [Reasonable Accommodations Policy](#)  
8.2 [Assessment and Academic Progression Policy](#)  
8.3 [Return of Feedback on Assessments Policy](#)



## **9. Document Control**

- 9.1 Approved by: University Council
- 9.2 Date of initial approval: 16 April 2025
- 9.3 Date policy effective from: 28 August 2025
- 9.3 Date of next review: Academic Year 2027/28