Online Submission Policy

Your submission deadline will be displayed to you on the assessment platform used by your programme. You must submit your work by the deadline.

You should upload your files with enough time in order to check them. You will be able to open or download files after they have been attached in order to check their contents as long as there is time remaining in the submission window, Please consider the name you save the file as, so that you can be confident you are uploading the correct one.

If submitting work via your programme's Virtual Learning Environment (VLE) you must ensure that any duplicate files and drafts are removed and that your work is submitted to the correct area. Submission errors will not be corrected on your behalf.

If we cannot open the files you have submitted we will treat your submission as a valid attempt and you will receive a mark of zero for the work concerned. If you encounter a problem during the course of your assessment you should contact us using the ['ask a question about your assessments'](#) button on your student portal.

If you cannot submit your work by the deadline you must let us know **within 15 minutes of your submission deadline**, attaching your work in the correct format for it to be considered. You should also provide evidence in this enquiry explaining the reason you missed the deadline.

We will not accept a late submission if we consider the evidence you provide to be insufficient. We will **not** accept late submissions where you notify us of a problem more than 15 minutes after your submission deadline.

If sitting exams on Inspera which require you to type answers directly into the platform and your internet has not been restored by the end of the examination it is possible to download a copy to your hard drive. Details of how to save your work can be found under the FAQs on the [Online Assessment page](#). You must raise an enquiry informing the University you have this 'ia' file immediately after your assessment. You will be directed how to send it to us.