

**Arab Open University**  
**Tutor Marked Assignment (TMA ) Late Submission Policy**

Policy Title:	Arab Open University TMA Late Submission Policy
Version Number:	3
Executive Owner:	Vice President for Academic Affairs &Scientific research
Approving Authority	University Council # 75, March 2022
Policy Review:	Academic Committee
Policy Implementation:	Academic Programmes at AOU HQ and AOU Branches
Policy Monitoring and Compliance:	Academic departments and Examination Departments
Next Review Date	2024

## **Introduction**

Every Tutor Marked Assignment has a cut- off date. Students are expected to submit assignments on or before the assigned cut- off date (published due date). Students should not leave assignment preparation until the last minute and must plan their workloads to be able to meet the cut- off date.

However, the AOU does recognize that students may not be able to complete and submit the TMA by the due date due to legitimate extenuating circumstances. In the event of extenuating circumstances, a student may request an extension without penalty. Such cases will be dealt with according to Article 4(E) of the AOU Examination & Assessment Bylaws. Any other late submissions will be dealt with according to terms stated below.

## **Purpose**

To establish a policy of fair and consistent treatment for late submission of TMAs throughout the AOU.

## **Scope**

The policy is applicable to all AOU Branches for all undergraduate and postgraduate Academic Programmes and to all AOU students.

Academic staff assessing TMAs are responsible for implementing and complying with the late submission policy.

Branch Programme Coordinators (BPCs) and Branch Course Coordinators (BCCs) are responsible for monitoring the implementation and compliance.

## Policy Statement

- This policy is designed to provide a consistent approach across the University for the Late Submission of TMAs for both undergraduate and postgraduate taught Programmes of study.
- It aims to ensure that all students are treated equitably and do not gain an unfair advantage by choosing to submit their work late.
- This policy does not cover “Extenuating Circumstances”. It is intended to work alongside the University bylaws
- Penalties for late submission shall be 10% of the total mark of the TMA for each day of late submission up to six calendar days after the due date.
- TMAs will not be accepted after the sixth day and all late submissions have to be made electronically through the University Learning Management System (LMS).
- Late submitted TMAs will be checked by Plagiarism detection – software.
- Marked TMAs shall not be returned or posted to students before the end of the sixth day.

### **Example:**

If the TMA is marked out of 100, deduction of 10% means that 10 marks will be deducted per day, if the TMA is marked out of 20; deduction of 10% means a deduction of two marks per day.