

P214.a HE Coursework Submission Policy

Issue	Date of Issue	Date of Next Review	Responsibility of	Date approved by CAFRE Education Management Team
1	18 /8/22	August 2023	Learner Services Branch	16/8/22
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	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

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Version History

Version	Description of Changes	Date
1.1	Reviewed and no changes required	08/03/24

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1. Introduction

All Higher Education (HE) providers are expected to have in place principles and implement procedures for assessment that are explicit, valid, secure and reliable, and which ensure that assessment is operated fairly and consistently (UK Quality Code).

2. Scope

This Coursework Submission policy applies to all CAFRE Undergraduate and Postgraduate programmes.

3. Purpose

CAFRE aims to ensure that the expectations of the Quality Code are fully adhered to, and that all coursework is submitted online and on time by learners. This requires learners to be organised and to manage their time wisely, a skill that is highly valued in the agri-food and land-based industries.

The principles and procedures for submission of coursework by CAFRE learners, including applications for Extenuating Circumstances, will vary according to the procedures and expectations of the Awarding / Validating Organisation for the particular programme. CAFRE will always adhere to these procedures which are detailed in the respective programme / course handbooks which are available to all learners on CAFRE Online.

4. Role of CAFRE Staff

Work submitted by the published deadline allows feedback to be given in time to support learners in their preparations for their next piece of assessed work.

To enable learners to manage their time, the year manager of the respective programme level will provide learners with an overall assessment schedule detailing submission dates for their programme level.

The module manager will provide the learners with a module outline, which includes details of assessment and submission dates for that respective module.

5. Role of CAFRE Learner

To avoid any last-minute issues preventing timely submission, learners should plan their work carefully and complete assessed work ahead of deadlines wherever possible.