



DistanceLearningCentre.com

Policy and Procedure for the Formal Submission of Learner Assessments

1. As a provider of access to HE courses DistanceLearningCentre.com must in accordance with QAA guidelines, operate an official approach for the formal submission of learner assessments.
2. DistanceLearningCentre.com's (referred to as the Organisation) approach will be consistent across all its access to HE courses and all tutors will implement and act in accordance with this approach, and the AVA's regulations.
3. All tutors will provide details in writing to all learners of any requirements, which relate to the formal submission of assessments. These details will be found on the assessment brief.
4. All assessments to be submitted for formal assessment will be set a deadline by the tutor. All tutors will notify learners of the assessment deadline, in writing, when the assessment is issued to the learners.
5. The dates of issuance and deadline for each assessment will be recorded by the tutor in the learner notes on the learner's account.
6. When a learner submits an assessment to his/her tutor, the tutor will record the date the assessment was issued and the assessment deadline date on the marksheets from the learner notes.
7. There is a formal procedure for applying for an extension to an assessment deadline, which is: if the learner determines that he/she cannot meet the original assessment deadline, the learner must contact their tutor via email or text requesting a formal extension to the assessment deadline and the reasons for the extension. This must be done no later than the day of the assessment deadline.
8. The tutor will consider the reasons for the extension request and will, if appropriate, negotiate a new assessment deadline with the learner.
9. If the learner does not ask for an extension to the assessment deadline because extenuating circumstances have made it difficult to do so, then

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the learner must complete and submit an extenuating circumstances form along with the relevant evidence.

10. Failure of the learner to submit an extenuating circumstances form along with the relevant evidence will result in the learner attaining an overall pass grade, as the highest possible grade, for the assessment.
11. Once a learner has formally submitted his/her completed assessment, neither the learner nor the tutor may at any later date declare it to be a draft assessment.
12. If an assessment deadline date falls within a holiday period (whether this is an official closure or tutor annual leave) the learner is still required to comply with the assessment deadline date by uploading the completed assessment to their learner account.
13. If an assessment deadline date falls within a holiday period (whether this is an official closure or tutor annual leave) and the learner requires an extension to an assessment deadline, the learner is still required to follow the procedure described in point 7 above. The only difference here is that the tutor will respond to the assessment deadline extension request on the first day back from an official closure/holiday, or if it is tutor annual leave then the cover tutor will agree any assessment deadline extensions.