

ILEX Moderation Panel

Department of Laws, Strode's College, High Street, Egham, Surrey. TW20 9DR.
Telephone: 01784 437506.

Procedure for dealing with late/failed assignments.

- (1) Students undertaking the ILEX Award/Certificate in Legal Studies must undertake and pass a multi-choice examination as part of Unit 201. This examination is marked online by City & Guilds. These procedures, in normal circumstances, limit re-sits of this examination to a maximum of two in any one year.
- (2) **Students should submit tasks/assignments strictly in accord with the dates specified in the 'ILEX Legal Studies - Assignment Contract'.** Any failure to do so may result in a written warning being given by the ILEX Laws Teacher.
- (3) The ILEX Laws Teacher is NOT allowed to help a student pass a task/assignment. The teacher can offer guidance to the class – but they are not allowed to help individual students pass an assignment (advice on reasons for failure can be given when referred/failed work is fed back).
- (4) The ILEX Laws Teacher will inspect tasks/assignments when submitted in accord with the timetable. The Laws Teacher is not allowed to give a provisional mark/grade for such, since all grading must take place after the final submission deadline (DRB to grade, with AL or PJ to moderate at least 30% of all tasks/assignments). A record of grading/moderation must be maintained.
- (5) **Any student that fails to submit their work by the final submission deadline date – or submits work that fails the assignment – must be notified in writing** (see attached draft/suggested letter) **that they have failed the assignment** (and/or the course). The notice of a failed assignment letter gives a fourteen-day period to pass the assignment.
- (6) Any student who fails a task/assignment, and chooses to re-submit, has a maximum of two submissions allowed in any one year.
- (7) **All students have a right of appeal** against any grade or decision relative to the ILEX course. Such an appeal should be placed in writing and submitted to the Chair of the ILEX Moderation Panel.
- (8) Any appeal can be dealt with informally by the Chair of the ILEX Moderation Panel in consultation with the Head ILEX Teacher. All actions on an appeal need to be recorded/approved at the next meeting of the ILEX Moderation Panel.
- (9) **Students must comply with rules on plagiarism and they are required to sign a declaration that they have not plagiarised any of their work.**
- (10) All assignment/task grades are subject to moderation both by the ILEX Moderation Panel and/or the ILEX external moderator.

It is important to reflect that compliance with the 'ILEX Legal Studies – Assignment Contract' deadlines is an essential requirement of the course. If a student fails to meet deadlines (without a valid excuse/explanation) they demonstrate that they do not meet the professional standards required by ILEX and deserve to fail the course.

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Dear

Late/failed ILEX assignment.

My records show that you have failed ILEX Assignment (Unit No:).
This can be due to one of two reasons (tick as appropriate):

- You failed to meet the final submission date/deadline.
- The quality of the work needs to be improved (While your ILEX Laws Teacher is not allowed to help you pass an assignment they can give advice on reasons for a referral/fail).

The procedure now gives you an opportunity to re-submit your task/assignment. Should you fail to pass within fourteen days you will fail the entire ILEX course.

It is in your interests to explain in writing any grounds for lateness/fail. For example, if you have been genuinely ill and unable to attend School/College you may have grounds for appeal.

You do have a right of appeal against any grade (this includes a classification of a fail due to lateness). Such an appeal should be sent in writing to Dr Peter Jepson at the above address.

Please see <http://www.peterjepson.com/law/ILEX/ilex.htm> for details of the ILEX procedure. If you need any help please discuss matters with me.

ILEX Laws Teacher.

Date: