

## **PSIA STUDENT ASSESSMENT POLICY**

### **Assessment**

By registering for a PSIA degree, a student agrees to be entered for assessment on the courses they are taking, by the methods prescribed by the teacher and at the time and place set by the School.

### **Deadlines for Assessment**

All students should be given clear written instructions on what is required and the deadline for submission of assessments. Deadlines should not normally be set for a working day preceding a non-working day (Sundays and public holidays in France). Working days at Sciences Po are Monday to Saturday.

Students are expected to manage their workload effectively, be aware of all submission deadlines, and be able to organise themselves accordingly to submit their work by the written deadline.

Assessment Deadlines are set to ensure that:

- assessment is fair and equitable for all students by having the same amount of time to complete it;
- the need to complete work to deadline is recognised as a necessary requirement of assessment.

### **Extension Requests**

A student may request an extension (or late submission) of coursework where an exceptional, serious and acute problem or event arises, which may genuinely affect her/his ability to complete coursework by the submission deadline. The student needs to be clear that s/he will be able to submit the work within the requested revised timescale.

An extension is not a right and permission will only be granted in exceptional and unforeseen circumstances beyond their control, such as illness, bereavement or personal difficulties which a student feels will prevent them from submitting their work by the published deadline. Extensions will not normally be granted after the deadline has passed.

### *Procedure*

To request an extension, students must email their Academic Advisor and provide the following information:

- a clear statement detailing what has happened;
- information about how this has affected the student's ability to submit the assessment by the deadline;
- the number of additional days requested to enable them to complete the assessment.

Students must attach any supporting evidence of the exceptional circumstances.

### **Late Submission Penalty**

If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalty will apply:

One mark out of 20 will be deducted for coursework submitted within 24-hours of the deadline and a further one mark will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

Work will not normally be accepted beyond two weeks (14 calendar days) after the set deadline (or extended deadline as appropriate).

**Please contact your academic team should you have any questions.**