



Department protocol on online submission of assessed coursework

Introduction

This protocol outlines the guidelines for portfolio development and online submissions for graded assessments in the BSc. (Hons) Speech and Hearing Sciences and Occupational Therapy programs. It supplements program bylaws and university regulations.

Purpose

The protocol ensures standardized, fair practices for online submissions while addressing issues such as plagiarism, late submissions, and technical difficulties. It aims to:

- Promote accountability and academic integrity.
- Ensure consistency with university policies.
- Simplify assessment processes and reduce misunderstandings.

Guideline

1. Online Submission Process

1.1 Submission Platforms:

Assignments must be submitted online, whenever possible, via eKel or Mahara to facilitate better learning (SDG 4) and to promote sustainability (SDGs 12, 13, and 15).

1.2 Assignment Guidelines:

Detailed guidelines, signed by the module chair and HOD, will be provided at an appropriate point of time, allowing a minimum of 3 weeks for submission.

1.3 Special Requirements:

Non-standard file types (e.g., audio/video) must be specified in the assignment guidelines and training provided, if deemed necessary.

1.4 Accessibility:

Students with additional needs may request alternative arrangements via the Coordinating Centre for Students with Disabilities (CCSD), with HOD approval.

2. Deadlines

2.1. Submission Timeline:

Assignments must be submitted by the deadline stated in the guidelines. Late submissions incur penalties as per the student handbook.

2.2. Extension Requests:

Formal extension requests must be submitted as a hard copy supported with evidence (e.g., medical certificate) at least 24 hours before the deadline to the DDS. Late requests will not be considered. The decision of the HOD/module committee is final

2.3. Technical Issues:

Report technical difficulties to hoddist@kln.ac.lk with evidence (e.g., timestamped screenshots). Delays caused by upload time or computer clock discrepancies will not be excused.

2.4. Submission Recommendations:

Submit at least one hour before the deadline to avoid last-minute issues.

5. Academic integrity

3.1 The following are considered under academic integrity as applicable to all graded submissions and will be penalized as stated below.

- a. **Plagiarism:** All work must be original, with proper citations. Plagiarism will result in penalties as per the university policy *detailed in the student handbook issued for the batch.*
- b. **Unauthorized Assistance:** Unauthorized collaboration (sharing answers/work), unauthorized tools (e.g., AI), or over 50% similarity between submissions are considered as academic misconduct (not as plagiarism) and will result in an “E” grade for all involved parties, with no opportunity for re-submission.
- c. **Falsification of data/ Failure to share data:** Students may be required to provide evidence (e.g., drafts, notes) to verify the authenticity of their work upon request and shall do so within the time frame provided, in the specified format (excel sheets, mp3, mp4, jpg etc.) to the

designated virtual platform. Failure to do so will result in an “E” grade, with no opportunity for re-submission.

- d. **Multiple submissions:** Previously graded work cannot be reused without written approval from the module chair. Use of already graded work for a new assignment will result in *receiving an E grade*, with no opportunity for re-submission.

3.2 By submitting assessed material to the virtual platforms stated in 1.1. students automatically agree to adhere to conventions of academic integrity and professional conduct.

4. File Naming, Format, and Submission

- 4.1 **Naming and Format:** All files must be named according to the instructions specified in the assignment guideline (e.g., [StudentID_AssignmentName].[file extension]) to ensure accurate identification. Files that can not be verified, or not in the specified format (e.g. Mahara e-portfolio entries submitted as uploaded word or PDF documents) will receive an E grade, with no opportunity for re-submission.
- 4.2 **Accessibility:** Entries that do not allow access to download (e.g. locked or invalid links) will not be graded, *will receive an E grade*, and will not be eligible for re-submission.
- 4.3 **Student responsibility:** It is the student’s responsibility to submit the correct file, including the correct version, to the appropriate folder, in the specified format and made accessible, free from any viruses, prior to the deadline. Failed submission attempts or partial completion are not eligible for resubmission.
- 4.4 **Staff Responsibility:** If the use of specialized instruments or software is required, it must be clearly specified, and appropriate training must be provided in advance to ensure equitable access for all students.
- 4.5 **Changes to submissions:** If a student makes an error in submission, they may request to the module chair to resubmit the entry *prior* to the deadline. No entries can be edited after the deadline/ after marking has commenced.
- 4.6 **Submission recommendation:** Students are encouraged to re-check submissions against given guidelines prior to submission.

5. Dual Submission

5.1 Hard Copy and Online Submissions:

Dual submissions are discouraged. If required, both versions must match. The online version will be treated as the master copy in case of discrepancies.

5.2 Deadline for dual submissions: Module chairs must ensure that the hard copy and online submission have the same deadline.

6. Technical support

6.1 Training: Training on submission platforms is provided during orientation.

6.2 Technical Support Availability: A 48-hour technical support service will be available to all students prior to each submission deadline. The module chair or convenor is responsible for coordinating and communicating details to students.

6.3 Student Responsibility: Students are responsible for regularly saving and backing up their work to prevent data loss due to unforeseen technical problems. Extensions or leniency for missed deadlines will not be granted for technical issues that could have avoided.

7. Repeat attempts for online submissions/ assignments

7.1 Resubmissions: A student will not normally be allowed to submit amended course work after the deadline, unless permitted under exceptional circumstances or for a student registered with the UoK's CCSD. In such rare cases where a resubmission is permitted, the module chair should ensure that it involves only the following errors.

- a. Resubmission of a correct format
- b. Resubmission of a correct link (for example, if the provided link leads to another module)
- c. Resubmission of a corrected document in the case of an empty file
- d. Resubmission of a corrected document in the case the file is inaccessible or has a virus which prevents the examiner from downloading or accessing the file. (e.g. locked or invalid links)

7.2 In such cases, the resubmission must be completed within 24 hours of notifying the student. The module chair reserves the right to determine if a late submission penalty will be applied.

7.3 **Grading for Resubmissions:** In the rare event that a resubmission is permitted, only the most recent submitted version will be graded.

7.4 **Repeat Attempts:** Failed attempts follow university bylaws.