

# Late Marking Policy

## Introduction

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This policy is aimed at our customers, including:

- centres who have submitted ABE assessment(s) on behalf of a learner and no result has been issued (results sheet)
- learners who have submitted ABE assessment(s) to ABE directly or via an ABe Area Manager for marking and grading and no result has been issued (learner portal)

This document sets out ABE's policy on criteria an assessment must meet to be eligible to be accepted for late marking. There are various factors that can prevent the marking of an assessment and ultimately the results release. These factors have been outlined later in this document, along with details on whether the assessment is eligible to be marked as a consequence.

In instances where late marking is allowable it is important for learners and centres to understand the terms and conditions that surround this, so that eligibility is not jeopardized.

Submissions that cannot be accepted for late marking include, but are not limited to:

## Corrupted, blank or unreadable files

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If, during marking, it is identified that a submission file is either unreadable, blank, or corrupted, the Centre need to submit a replacement within 48 hours of it being requested.

Responsibility to check that files are readable, complete and uncorrupt is with the learners and centres. ABE are unable to guarantee that a request for a replacement will be made in the instance that a blank, corrupt or unreadable file has been submitted. Guidance to markers is for submissions to marked "as seen", so in the scenario that they discover a file of this nature, a 0-mark is typically applicable. Please refer to the *ABE Regulations Affecting Assessment Grading Outcomes* policy for fuller information on instances where a 0-mark is appropriate.

Centres who repeatedly submit corrupted, blank or unreadable files will be considered to be committing maladministration and penalty fees will apply for late marking to be processed. In extreme cases ABE reserve the right to apply centre penalties and sanctions. Where the learner has submitted an unreadable, corrupted, or blank file it may be appropriate for late marking penalty fees to be passed onto the learner, according to circumstance. ABE reserve the right to refuse marking of submission files that cannot be opened or viewed.

## Maladministration

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Maladministration includes but is not limited to:

- Mislabeled submissions (i.e. incorrect unit code or membership number in a submission file title)
- Non-booking or booking for incorrect unit
- Lapsed learner account
- Non-submission of assessment
- Submissions made outside of deadline
- Incorrect/unreadable file format
- Submission to incorrect email address. (Submissions made to inboxes other than assessmentsubmission@abeuk.com are **not** valid.)
- Submission files not included on the submission zip file. (It is important to note that including details of a file for submission on the centre coversheet is no substitute for submitting the file itself. The centre coversheet is there to accompany submissions, **not** to replace them.)
- If no confirmation of receipt is issued by ABE following submissions, the submission is **not** valid. Confirmations of receipt email notifications should be saved on record by centres, should an investigation need to be made in relation to non-release of a result.

Should a centre wish to submit assessment files late, in order to retroactively correct maladministration that prevented initial submission, a penalty fee, to be paid by the centre, will apply. The Penalty fee is £20 per open book exam script/assignment for late marking. This penalty fee should not be passed onto the learner.

## Non-payment

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Non-payment or outstanding debt on account on the date that the submission is made prevents assessments being accepted for marking. ABE are unable to accept submissions if payment for the associated unit booking has not been made in full. It is important to note that a part-payment against a unit booking at the time of submission will not render the corresponding submission eligible to be accepted for marking.

It will not be possible for a submission to be accepted for late marking in the instance that it was rejected initially due to reason of the unit booking not having been paid in full on or before receipt of the submission by ABE.

## Instances where an assessment is eligible to for late marking

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In instances where an assessment has been submitted within deadline and in accordance with submission guidance, ABE are able to accept the assessment for late marking.

## When and how to request late marking

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If a centre identifies that a learner result is not appearing on their results sheet or in the ABE portal, and is able to verify to ABE that the assessment was submitted within deadline and according to submission guidance, they will need to notify ABE within **15 working days** of the results release date.

Evidence that can verify correct and timely submission of an assessment includes the following:

- The original submission email (forwarded),
- The time and date the original submission email was sent,
- The confirmation of receipt email issued by ABE (forwarded) in response to the submission being made.

Requests of this nature can be made to the [assessmentsubmission@abeuk.com](mailto:assessmentsubmission@abeuk.com) inbox, along with the membership number and unit code of affected submission(s). Requests for late marking (accompanied by evidence of correct and timely submission), at this stage **ABE will review the request and confirm eligibility for late marking. Provided that maladministration has not prevented the assessment from being marked originally, no fee will apply. However in instances where centre maladministration prevented marking, a penalty fee will apply to cover the administrative cost to ABE to facilitate out-of-session marking.**

Learners taking ABE qualifications in conjunction with a centre or Area Manager are encouraged to contact the centre initially before raising their query with ABE.

ABE strongly advise that learners and centres consult submission guidance before any submitting open book exam script or assignments to prevent disruption and/or delay to the marking and awarding process.