Guide to Assessment Submission: 2025-26

BLOOMSBURY
INSTITUTE
LONDON

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1. Introduction

This guide provides essential information on submitting assessments via Canvas.

2. Guidelines on how to submit

Upon joining Bloomsbury Institute, you will be enrolled in Canvas, our Virtual Learning Environment (VLE), and automatically added to an Induction module. The Induction module will provide guidance on how to submit on Canvas.

Access the guide via the following link:

[Canvas (Virtual Learning Environment) – Study Tools: Canvas, Teams, Online library | Rise 360](#)

3. Student Responsibility

As a student at Bloomsbury Institute, you are responsible for your assessments and submissions. Use the checklist below to ensure you meet all submission requirements:

- o Have you reviewed the guide for submission instructions?
- o Do you know your submission deadline?
- o Are you aware of the exact submission time?
- o Have you checked the correct format for your submission?
- o Have you allowed enough time to avoid last minute technical issues?

Once submitted, please ensure you have:

- o Downloaded the Digital Receipt of your submission.
- o Submitted in the correct location.
- o Submitted the correct assignment version.

4. Late Submissions

Submissions after the 3pm deadline are considered late.

Wrexham University / University of Northampton students:
You have 5 working days after the 3pm deadline to submit within the late window. For example, if the deadline is Friday, 21 March at 3pm, you may submit until Friday, 28 March at 3pm. Marks earned above 40% will be reduced down (capped) as the maximum you can achieve is a bare pass at 40%.

Birkbeck University students:
You have 14 calendar days after the 3pm deadline to submit within the late window. For example, if the deadline is Friday, 21 March at 3pm, you may submit until Friday, 4 April at 3pm. The mark for work submitted within the first week of lateness will be reduced by 10%. The mark for work submitted within the second week of lateness will be capped at 40%.

We therefore strongly advise that you submit on time.

5. Extensions

If you have experienced unforeseen circumstances, you may be granted a short extension, usually of one week. To request an extension due to unforeseen circumstances, please submit the [Extension Request Form](#) with supporting evidence to SSP **before** the deadline. If granted, you will receive a new deadline, and your mark will not be capped if submitted on time. If you have been granted an extension, you will not be entitled to submit beyond your extension date.

For further information on extensions, please contact academic.admin@bil.ac.uk.

6. Issues with Submitting

If you encounter any issues while submitting, please refer to the steps below to determine the appropriate action and who to contact for assistance.

Canvas Issues:

If you experience any issues accessing Canvas due to login details, please contact IT Support as soon as possible via ITSupport@bil.ac.uk.

If you cannot see your submission area, email IT Support (ITSupport@bil.ac.uk), copying in the Assessment Team (assessment.admin@bil.ac.uk).

If you attempt to submit but encounter a technical issue, contact IT Support immediately via ITSupport@bil.ac.uk, copying in the Assessment Team (assessment.admin@bil.ac.uk).

Please note all of the above must be actioned before the submission deadline.

Wrong Submission:

You must submit in the correct area on Canvas before the deadline. Submissions to other areas on Canvas will not be accepted. Please refer to the **submission guide** for further instruction:
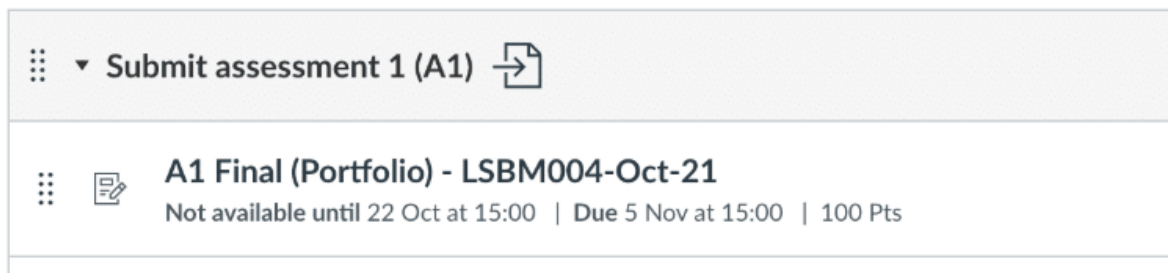
- **Click on the correct assignment**: assignments uploaded to the wrong area will be counted as not submitted

- **A1** = assignment one   **A2** = assignment two

- If you are not sure of the number, you can check the Assessment Brief in the 'Syllabus' area on Canvas

- The type of assignment (e.g. essay, portfolio, report) will usually be described in brackets

If you have submitted in the comments area, ensure you resubmit in the correct area using the link above for guidance.

If you have submitted an assignment in the wrong module, contact assessment.admin@bil.ac.uk immediately to have it removed. You must then submit the assignment in the correct area before the deadline.

All above actions must be taken before the submission deadline. If your issue remains unresolved within 10 minutes prior to the deadline, you must email IT Support via ITSupport@bil.ac.uk, your Module Leader and assessment.admin@bil.ac.uk **before the submission deadline,** attaching your assignment and confirming the module and the assessment the submission assignment is for.

Note: It is your responsibility to ensure you have submitted the correct version of the assignment on time and in the correct area, and downloaded evidence of submission in the form of a receipt.

If you notice after the deadline that you have submitted incorrectly then the following applies:

Within the late submission period:

If you have no extension and notice you have submitted incorrectly, please email the Assessment Team, who will remove in the incorrect submission. You must then submit the correct assignment to the correct submission area before the end of the late period (5 working days for Wrexham and Northampton students; 14 calendar days for Birkbeck students). Please note your mark will be reduced.

Outside the late submission period:

Extension
If you have an extension of 1 or 2 weeks, and you have submitted in the incorrect area, you must email the Assessment Team, who will remove the incorrect submission. You are then required to submit the correct assignment to the correct submission area before your extended deadline. If you are not able to submit due to technical issues, you need to email the Assessment Team with the correct submission attached within 15 minutes of the extended submission deadline you have been provided with. If we do not receive your submission within 15 minutes of the extended deadline, the assignment will fail by non-submission, and you will be given an opportunity to resit with a new deadline and a capped mark of 40.

No Extension
If you have no extension and realise you have submitted incorrectly, and the late submission period has passed, the assignment will fail by non-submission.

7. Resubmission

Please see below for an explanation on marks awarded from 0 - 3:

3	Extenuating Circumstances Approved
2	Holding Grade for various reasons, e.g. EC applications and suspected AM
1	Academic Misconduct occurred
0	Non submission

Wrexham University students
You are required to resubmit if you have failed a module overall, **or** if you have passed the module overall, but have a mark of 0, 2, or 3 for your first sit on one or more component.

University of Northampton / Birkbeck University students
If you have a mark of 0 for one or more component, but you have passed the module overall, you will **not** be required to resubmit.

You will be sent an email by the Assessment Team, who will inform you if you are entitled to resubmit, what modules you are required to submit for and the resubmission deadline.

If you encounter any issues whilst trying to resubmit, please follow the guidance provided in this document.

8. FAQs

1. **I do not know my submission deadline.**

   Refer to your Assessment Brief for the assessment, which can be found in the Canvas page for that module. If you are still not aware of your deadline, contact your Module Leader.

2. **I cannot see my module on Canvas, so I cannot submit.**

   Contact IT support as soon as possible via ITSupport@bil.ac.uk. If the issue is not resolved in time for your submission, email your final submission to IT Support, your Module Leader and assessment.admin@bil.ac.uk with your assignment attached and detailing the module and assessment the submission assignment is for, ensuring it is sent before the submission deadline.

3. **I have submitted in the wrong module.**

   Contact assessment admin via assessment.admin@bil.ac.uk, who will remove the submission. You must then ensure you submit the correct assignment in the correct module before the submission deadline.

4. **I am not feeling well and cannot submit by the deadline, but can submit tomorrow, can I get an extension?**

   Please submit an SSP request including the Extension Request Form and supporting evidence before your submission deadline.

   If you need further information on extensions, please email academic.admin@bil.ac.uk.

5. **I am unable to submit.**

   If you have checked you are in the correct module and are looking at the correct assessment (A1, A1r, A2, A2r), and you are still not able to submit, contact IT Support and Assessment Admin. If you are within 10 minutes prior to your submission deadline, send your correct submission via email, before the deadline to your Module Leader, the Assessment Team and IT Support.

6. **I cannot see my submission portal.**

   If you have checked you are in the correct module and are looking at the correct assessment (A1, A1r, A2, A2r), and you are still not able to submit, contact IT Support and Assessment Team. If you are within 10 minutes prior to your submission deadline, send your correct submission via email, before the deadline to your Module Leader, the Assessment Team and IT Support.

9. Relevant Documents

1. Assessment Procedures: Wrexham University Validated Degrees
2. Assessment Procedures: University of Northampton Validated Degrees
3. Assessment Procedures: Birkbeck University Validated Degrees