

University of Essex Assignment Guide: Referencing, Deadlines & Marking Explained

A practical guide to how assignments actually work at the University of Essex — referencing, submission, grading, and extenuating circumstances.

□ Reading time: 8–10 minutes

University of Essex Assignment Guide: Referencing, Deadlines & Marking Explained

If you're studying at the University of Essex, you'll quickly discover that "how to do an assignment" depends heavily on your department. Essex has its own submission system, its own strict default position on late work, and referencing conventions that vary noticeably between subjects. Knowing these specifics before a deadline — not after — makes a real difference to how confidently you approach your coursework.

This guide draws directly on Essex's published policies on referencing, submission, extenuating circumstances, academic integrity, and marking.

Please note: This guide is for general educational purposes. Always check your own department handbook, module outline, and Moodle announcements, as requirements vary between departments and courses. AssignPro Solution provides tutoring, proofreading, referencing

guidance, and structured feedback — we do not write or complete assignments on behalf of students.

1. Why Essex-Specific Guidance Matters

Generic study-skills advice rarely reflects how Essex actually operates. Essex submits coursework through its own bespoke platform, FASER, rather than a generic VLE submission point, uses different referencing styles depending on your department, and applies a firm default position that late work receives a mark of zero unless you act quickly. Understanding these specifics in advance is what separates a calm, well-prepared submission from a stressful scramble.

2. Essex's Assignment Support System at a Glance

Four systems govern almost everything about how you produce and submit coursework at Essex.

Figure 1: Essex's Assignment Support System

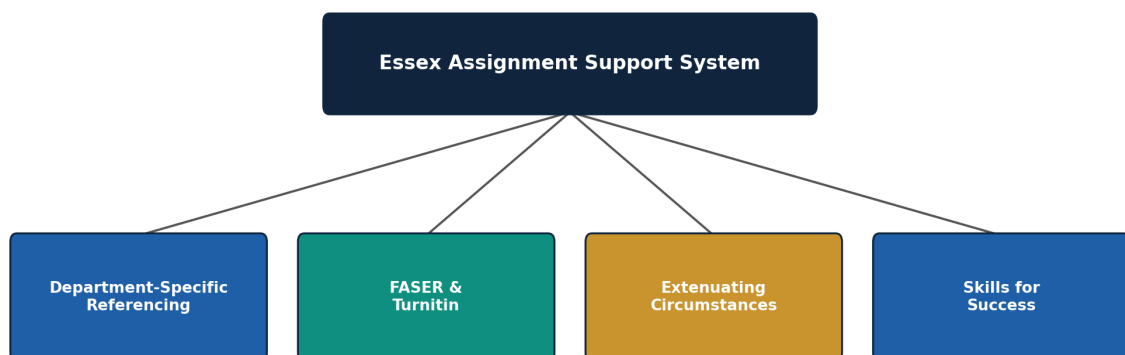


Figure 1: The core University of Essex systems that govern how assignments are referenced, submitted, supported, and resolved when problems arise.

System	What It Handles
Department-Specific Referencing	How sources are cited and listed, varying by subject
FASER and Turnitin	Coursework submission, marking, and originality checking
Extenuating Circumstances	Claims for late submission and other assessment impact
Skills for Success	Workshops and one-to-one academic skills appointments

3. Referencing at Essex: It Depends on Your Department

Unlike universities with a single default referencing style, Essex's convention varies by subject area.

Department Area	Referencing Style
Law (Essex, Essex International College, Essex Online)	OSCOLA
Business, Economics, Government, Sociology & Criminology, Health and Social Care, Life Sciences	Harvard
Other departments	Check your department — APA, IEEE, MHRA, and Vancouver are also used

⚠ **Common Mistake:** Assuming Harvard applies everywhere because it's the most common style at Essex. Law students in particular must use OSCOLA, which has entirely different citation conventions from Harvard.

The fix: Check your department's referencing style page on the Library & Cultural Services site before you start compiling your reference list, and use Cite Them Right Online for detailed, worked examples.

4. Submitting Through FASER

Coursework at Essex is submitted through **FASER**, the university's own bespoke online coursework submission, marking, and feedback platform — distinct from Moodle, which hosts your module materials. When you submit, you must watermark your work using the tick box provided, and include your name, module code, and coursework title clearly on the first page. Emailing coursework directly to a lecturer or administrator is never accepted as a valid submission. Where Turnitin is used, it produces a similarity score and originality report, but properly cited quotations and references that get flagged are not automatically a concern — only unattributed matches are.

5. Late Submission: Essex's Firm Default Position

This is one of the most important things to understand about assessment at Essex. **Coursework submitted after the deadline receives a mark of zero by default**, unless you have valid circumstances. There is no small automatic grace period built into the system — instead, Essex gives you two proactive routes.

Figure 2: Before or After Your Deadline — Which Route Applies?

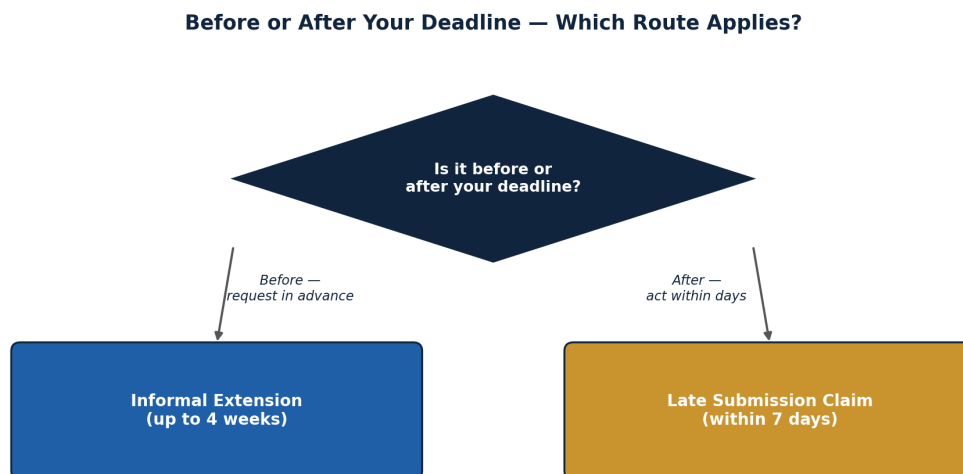


Figure 2: A decision guide for choosing between an Essex informal extension and a late submission claim — without one of these, late work defaults to a mark of zero.

Route	When To Use	What It Gives You
Informal extension	Requested in advance, before your deadline	Up to 4 weeks, granted at your department's discretion
Late submission / extenuating circumstances claim	After missing an unexpected deadline	Must be submitted within 7 calendar days (24 hours for take-home exams)

Even where a late submission claim is accepted, work handed in after the original deadline may only be marked for **formative feedback**, not a final grade, if model answers have already been released to the rest of the cohort. This is precisely why acting immediately — either by requesting an extension before the deadline, or submitting your claim within days of missing it — matters so much at Essex.

6. Extenuating Circumstances at Essex

If something serious affects your ability to submit on time or perform in an assessment, Essex's Extenuating Circumstances Policy exists to stop it unfairly

damaging your results. Helpfully, you are not typically required to provide external evidence — for most circumstances, a clear statement of impact explaining how your situation affected your studies is sufficient. Claims are reviewed by an Extenuating Circumstances Committee within your department, which meets during the year and shortly before the Board of Examiners.

□**Tip:** Because a statement of impact alone is often enough, don't let a lack of formal evidence stop you from submitting a claim — focus on clearly explaining what happened and how it affected you.

7. Academic Misconduct and Turnitin at Essex

An **academic offence** at Essex can occur even without intent — plagiarism, falsifying data, and communicating with another candidate during an exam are all examples. Plagiarism itself is defined simply as copying or using someone else's work without proper referencing. Turnitin is used across the university to flag suspected offences by generating a similarity score, but Essex is clear that properly cited quotes and references that appear in your report are not, by themselves, cause for concern.

8. Module Credits and Degree Classification

A full-time Essex undergraduate normally takes a course load of **120 credits per year** — typically four modules of 30 credits each — across Stage One (Level 4), Stage Two (Level 5), and Stage Three (Level 6).

Your final degree classification is calculated using a distinctive weighting: marks from **Level 5 count for 40%** and marks from **Level 6 count for 60%** of your overall Degree Mark, giving your final year significantly more influence over your result than your second year.

Classification	Percentage Range
First Class	70% and above
2:1 (Upper Second)	60–69%
2:2 (Lower Second)	50–59%
Third Class	40–49%

9. Academic Skills Support: Skills for Success

Essex's **Skills for Success** service, run through the Talent Development Centre, offers online workshops covering note-making, critical reading, academic writing style, and referencing, all bookable through CareerHub. One-to-one academic skills appointments are also available year-round for anything from time management to referencing queries, alongside dedicated Academic English classes for international students.

10. An Essex Assignment Timeline

Figure 3: A Typical Essex Assignment Journey

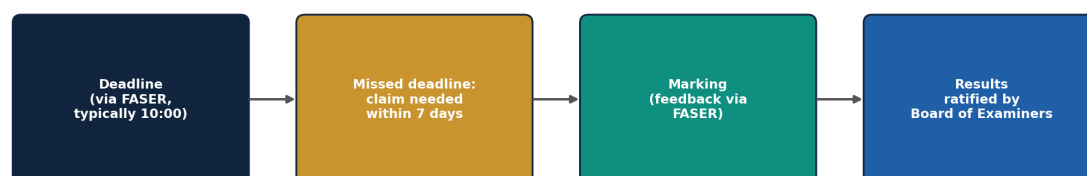


Figure 3: How an Essex assignment typically moves from deadline through to marked feedback and confirmed results.

Stage	What Happens
Deadline	Assignment due via FASER, typically 10:00 on the stipulated date
Missed deadline	Late claim required within 7 days, or mark defaults to zero
Marking	Feedback and marks returned via FASER
Results	Confirmed once ratified by the department's Board of Examiners

11. Common Essex-Specific Mistakes to Avoid

Mistake	The Fix
Assuming Harvard applies to every department	Check your specific department's referencing style page
Emailing coursework instead of using FASER	Always submit and watermark your work through FASER
Assuming a short delay carries a small penalty	Remember the default is a mark of zero without a claim
Waiting too long to raise a late submission issue	Submit a claim within 7 days (24 hours for take-home exams)
Believing a claim needs formal evidence	A clear statement of impact is often sufficient

12. A Self-Audit Checklist

- ☐ I have confirmed which referencing style my specific department requires
- ☐ I know my FASER submission deadline and have watermarked my work correctly

- ☐ I understand Essex's default zero mark for unclaimed late submissions
- ☐ I know whether I need an informal extension (before the deadline) or a late submission claim (after it)
- ☐ I have reviewed my Turnitin report, if applicable, before the deadline
- ☐ I know where to find Skills for Success workshops if I need extra support

13. Frequently Asked Questions

- 1. What referencing style does the University of Essex use?** It depends on your department — Law uses OSCOLA, while Business, Economics, and several social science departments use Harvard. Always confirm with your department.
- 2. Where do I submit my assignments at Essex?** Through FASER, the university's bespoke online coursework submission and feedback platform.
- 3. What happens if I submit my coursework late without a claim?** Your work receives a mark of zero by default, unless you have an approved extension or a successful extenuating circumstances claim.
- 4. Can I request an extension in advance?** Yes — an informal extension of up to 4 weeks can be requested from your department before your deadline.
- 5. What if I miss the deadline unexpectedly?** You can submit a late submission or extenuating circumstances claim, but it must be made within 7 calendar days (24 hours for take-home exams).
- 6. Do I need formal evidence for an extenuating circumstances claim?** Not usually — a clear statement of impact explaining how your circumstances affected you is normally sufficient.
- 7. What happens if my late work is accepted but model answers have already been released?** It may only be marked for formative feedback rather than a final grade.

8. What counts as an academic offence at Essex? Plagiarism, falsifying data or evidence, and communicating with another candidate during an exam, among others — intent isn't required for an offence to be recorded.

9. Does a high Turnitin score automatically mean I've plagiarised? No — properly cited quotations and references that get flagged are not a concern; only unattributed matches are.

10. How many credits do I need to study per year? A full-time undergraduate typically takes 120 credits per year, usually four 30-credit modules.

11. How is my final degree classification calculated? Level 5 marks count for 40% and Level 6 marks count for 60% of your overall Degree Mark.

12. Where can I get help with essay writing or referencing? Skills for Success, run through the Talent Development Centre, offers workshops and one-to-one appointments bookable via CareerHub.

13. Can AssignPro Solution write my Essex assignment for me? No. We provide tutoring, proofreading, referencing guidance, and structured feedback to help you improve your own work — we never write or complete assignments on a student's behalf.

14. Key Takeaways

- ☐ Referencing style at Essex depends on your department — check before you start
- ☐ Submission happens through FASER, not a generic VLE submission point
- ☐ Late coursework defaults to a mark of zero unless you act — via an informal extension in advance, or a claim within 7 days
- ☐ A clear statement of impact is usually enough for an extenuating circumstances claim
- ☐ Turnitin flags matches for review — properly cited content isn't automatically a problem

- ☐ Your final classification weights Level 6 (60%) more heavily than Level 5 (40%)
- ☐ Skills for Success offers free, practical academic skills support throughout your studies

Conclusion

Succeeding at Essex isn't about generic assignment advice — it's about understanding Essex's own systems for referencing, submission, and support, and acting on them before a deadline becomes a problem. The policies above are drawn directly from Essex's published guidance, but they can change, so always check your current department handbook and Moodle announcements for the latest requirements.

Disclaimer: This guide is provided for educational and informational purposes only. AssignPro Solution offers tutoring, proofreading, referencing guidance, and academic feedback services, and does not write or complete assignments on behalf of students. Always refer to official University of Essex sources for the most current policies.

Sources and Further Reading

Source	Topic
Referencing Skills – University of Essex	Department-specific referencing styles
Making an Extenuating Circumstances Claim	Extenuating circumstances process
Late Submission of Coursework	Late submission rules and claim deadlines
What Is an Academic Offence?	Academic misconduct and Turnitin

Source	Topic
FASER – Coursework Submission and Feedback	Submitting coursework through FASER
University of Essex Degree Outcomes Statement	Module credits and degree classification
Workshops and Online Support	Skills for Success academic skills workshops