

University of Hertfordshire

Assignment Guide: Referencing, Deadlines & Marking Explained

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

□ Reading time: 12–15 minutes

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

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

□ **Featured Snippet Answer:** University of Hertfordshire students submit assignments through Canvas (accessed via StudyNet), referencing in APA 7th edition for most schools. Late submissions lose 10 grade points per day up to 5 days, then receive a 0. Coursework extensions of up to 7 calendar days are available for less serious problems, while Exceptional Circumstances allow a

full deferral for genuinely serious situations — but only if requested before you submit.

AI Overview Summary: Hertfordshire's assignment system centres on a small number of specific policies: Canvas for submission (reached via StudyNet), APA referencing, a graduated late-penalty scale rather than an instant zero, and two separate routes for disruption — a short coursework extension or a full Exceptional Circumstances deferral. Knowing which route fits your situation, and applying before you submit, is the single most important procedural skill at Herts.

Quick Answer

At the University of Hertfordshire, assignments are submitted through Canvas (reached via StudyNet), and referencing follows APA 7th edition for most schools. Late work loses 10 grade points per day for up to 5 days before it's capped at a floor (40 for undergraduate, 50 for postgraduate), then becomes a 0. A coursework extension of up to 7 calendar days covers minor disruption, while Exceptional Circumstances allow a full deferral for serious situations — but must be requested before you submit or sit the assessment.

Table of Contents

1. [Why Hertfordshire-Specific Guidance Matters](#)
2. [Hertfordshire's Assignment Support System at a Glance](#)
3. [Referencing at Hertfordshire](#)
4. [Submitting Through StudyNet and Canvas](#)
5. [Coursework Extensions vs Exceptional Circumstances](#)
6. [Late Submission Penalties](#)

7. [Academic Misconduct and Turnitin](#)
 8. [Module Credits and Degree Classification](#)
 9. [Academic Skills Support at Herts](#)
 10. [A Hertfordshire Assignment Timeline](#)
 11. [Common Hertfordshire-Specific Mistakes to Avoid](#)
 12. [A Self-Audit Checklist](#)
 13. [Practice Exercise](#)
 14. [Frequently Asked Questions](#)
 15. [Key Takeaways](#)
 16. [Conclusion](#)
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Why Hertfordshire-Specific Guidance Matters

Generic UK university advice misses the specific terminology and procedures that determine what actually happens to a Hertfordshire assignment — which platform it's submitted through, what "Exceptional Circumstances" means here specifically, and exactly how a late submission is penalised. This guide draws directly on the University of Hertfordshire's own published policies to explain these systems in practical terms.

❑ **Expert Tip:** Herts uses its own specific term, "Exceptional Circumstances," rather than the more generic "extenuating circumstances" used elsewhere — searching for the right term saves time when looking up official guidance.

Hertfordshire's Assignment Support System at a Glance

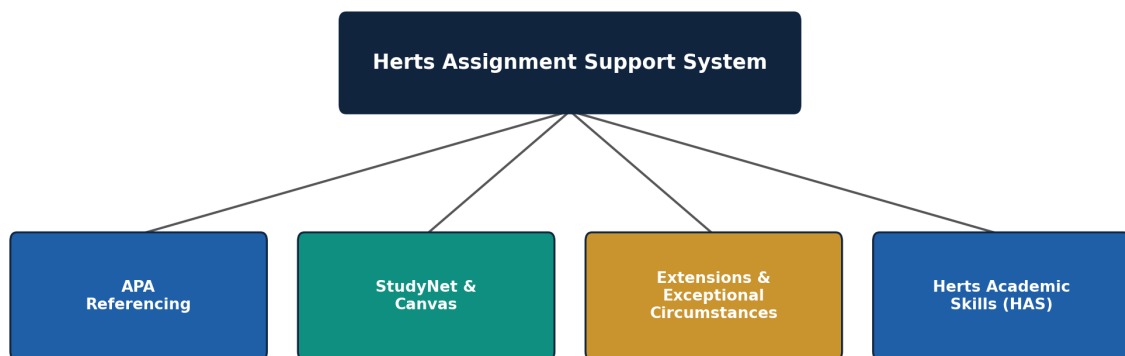


Figure 1: The core University of Hertfordshire systems that govern how assignments are referenced, submitted, supported, and resolved when problems arise.

System	What It Handles
APA referencing	How sources are cited and listed
StudyNet and Canvas	The portal and VLE used for submission
Coursework Extensions / Exceptional Circumstances	Deadline problems, minor or serious
Herts Academic Skills (HAS)	Free academic writing and study support

❑ **Worked Example:** A student unsure whether their situation needs a coursework extension or a full Exceptional Circumstances request is not

lacking judgement — the two routes are genuinely distinct processes with different evidence and timing requirements, covered later in this guide.

Referencing at Hertfordshire

Most schools at Hertfordshire use APA 7th edition as their referencing system, following an author-date approach: a short in-text citation directs the reader to a full entry in the reference list.

Rule	What It Means
Every source cited in text	Must appear in the reference list
Every source in the reference list	Must be cited somewhere in the text
Government and legal sources	May require variations not covered by standard APA guidance
School-specific variations	Some schools apply slightly different implementations of APA

⚠ **Common Mistake:** Assuming APA style is applied identically across every school at Herts — always check your specific module handbook, since some schools have their own referencing guidelines layered on top of standard APA 7th.

The fix: Use the Library SkillUP referencing unit on Canvas for the confirmed current guidance, and check with your module leader if your school has published its own specific referencing guidelines.

Submitting Through StudyNet and Canvas

StudyNet is the gateway portal to your modules, timetable, and online services, while Canvas is the actual virtual learning environment where you access materials, submit assignments, and receive feedback.

☐ Submitting an Assignment at Herts

- ☐ Log in to StudyNet, then access your module through Canvas
- ☐ Open the relevant assignment within your Canvas module
- ☐ Upload your file according to the assignment instructions
- ☐ Confirm your submission and keep evidence of the confirmation
- ☐ Use the Canvas 'help' option if you encounter any issues submitting

⚠ **Common Mistake:** Leaving submission until close to the deadline and then encountering a Canvas issue with no time left to resolve it or seek help.

The fix: Submit with a comfortable buffer before the actual deadline, and if a genuine last-minute technical problem does occur, report it immediately and keep evidence, since this may support a later extension request if needed.

Coursework Extensions vs Exceptional Circumstances

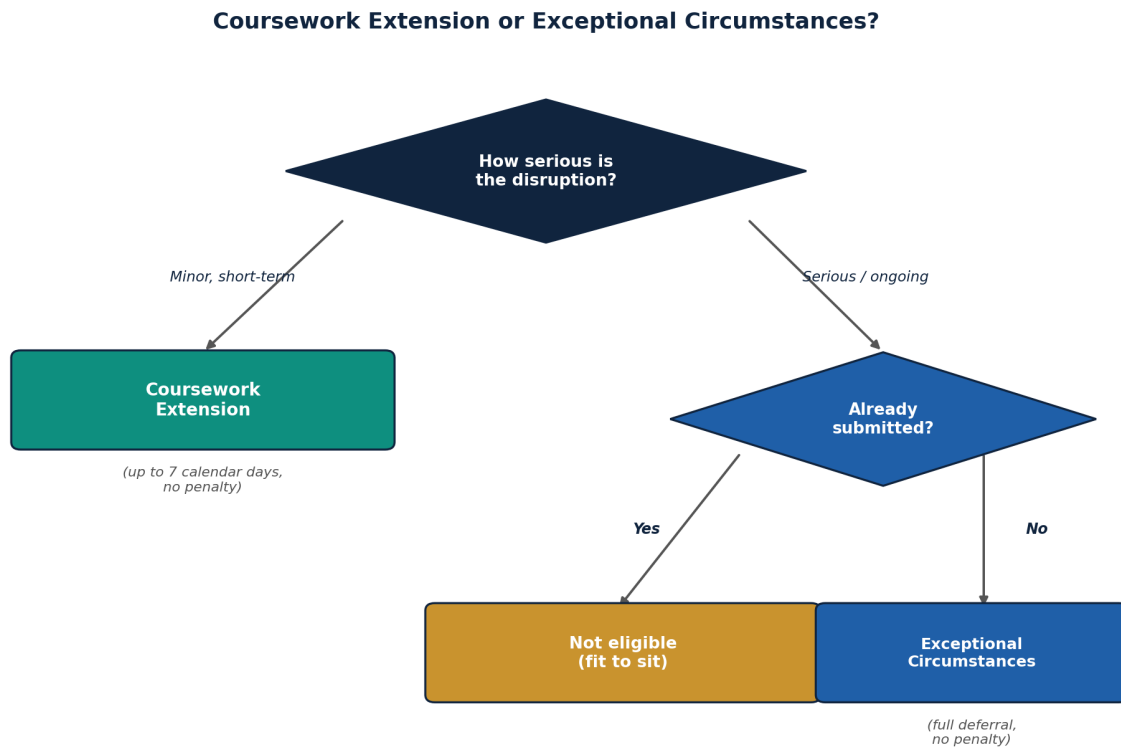


Figure 2: A decision guide for choosing between a short coursework extension and a full Exceptional Circumstances request at Hertfordshire.

Hertfordshire operates two separate routes for assessment disruption, and choosing the right one matters — they have different evidence requirements, timing rules, and outcomes.

Route	Best For	Outcome
Coursework extension	Minor, short-term disruption	Up to 7 calendar days extra, no penalty
Exceptional Circumstances	Serious, genuinely disruptive situations	Deferral of the assessment to the next opportunity, without penalty

⚠ **Common Mistake:** Submitting your assessment or sitting your exam and only afterwards trying to raise Exceptional Circumstances — Hertfordshire operates a "fit to sit" policy, meaning submitting counts as declaring yourself fit to do so.

The fix: Apply for a coursework extension through your programme's specified process for minor issues, or submit an Exceptional Circumstances request through your Student Record (with evidence emailed to exceptionalcircumstances@herts.ac.uk) before you submit or sit the assessment — requests must be made within 15 working days of the submission date and at least 5 working days before the Board of Examiners.

Late Submission Penalties

Hertfordshire uses a graduated late-penalty scale rather than an immediate zero, which is worth understanding precisely.

Days Late	Penalty (Levels 0/4/5/6)	Penalty (Level 7, Postgraduate)
1–5 working days	10 grade points deducted per day, floored at 40	10 grade points deducted per day, floored at 50
More than 5 working days	Grade of 0	Grade of 0

❏ **Expert Tip:** The penalty floors at 40 (undergraduate) or 50 (postgraduate) — meaning if your original mark was already below that floor, lateness won't reduce it further, but it will not protect a mark above the floor from being reduced down to it.

The fix: Treat the floor as a safety net for marks already close to it, not as a reason to submit late deliberately — a coursework extension or Exceptional Circumstances request is always preferable to relying on the late-penalty scale.

Academic Misconduct and Turnitin

Academic Misconduct at Hertfordshire covers plagiarism, collusion, contract cheating, fabrication of data, and possession of unauthorised materials in exams, and is governed by UPR AS14 Appendix III.

⚠ **Common Mistake:** Treating a Turnitin similarity percentage as a final verdict on plagiarism — Turnitin does not decide whether text has been referenced correctly; it flags matches for a human marker to interpret using academic judgement.

The fix: Use Turnitin's similarity report as a check on your own paraphrasing and citation accuracy before submission, not as a pass/fail test — a high percentage can still reflect properly quoted and cited material, and a low one doesn't guarantee correct referencing.

Module Credits and Degree Classification

Understanding how credits and classification work at Hertfordshire helps you plan realistically across your whole course.

Concept	Detail
Standard module size	15 credits

Concept	Detail
Honours degree requirement	120 credits at each of Levels 4, 5, and 6
First-class Honours	Combined average of 69.50 or above
Upper second (2:1)	Combined average of 59.50 or above
Lower second (2:2)	Combined average of 49.50 or above
Classification weighting	Best 90 credits at Level 6+ (75%) plus best remaining 90 credits at Level 5+ (25%)

❑ **Worked Example:** Because final-year (Level 6) marks are weighted at 75% of your classification, performance in your final year has substantially more influence on your overall degree outcome than second-year marks.

Academic Skills Support at Herts

Herts Academic Skills (HAS) and Study Success Hubs offer free, practical support that's often underused relative to how many students could benefit.

Service	What It Offers
Herts Academic Skills (HAS)	Workshops on referencing, time management, and academic writing
Study Success Hubs	Located on the ground floor of each Learning Resource Centre
Library SkillUP (Canvas)	Online modules on referencing, reading, and critical thinking

Service	What It Offers
Study Smart (Students' Union)	One-to-one tutorials on personalised study strategies

Want structured, one-to-one support alongside university services like HAS? Our UK academic tutors can provide additional feedback, proofreading, and referencing guidance tailored to your course.

A Hertfordshire Assignment Timeline

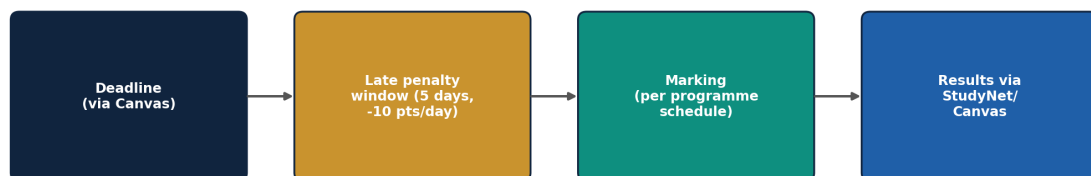


Figure 3: How a Hertfordshire assignment typically moves from deadline through to marked feedback and released results.

Stage	What Happens
Deadline	Assignment due via Canvas
Late penalty window	Up to 5 working days, 10 grade points deducted per day
Marking	Feedback returned according to your programme's published schedule
Results	Available through StudyNet/Canvas once released

Common Hertfordshire-Specific Mistakes to Avoid

Mistake	The Fix
Confusing coursework extensions with Exceptional Circumstances	Match the route to the severity of your situation before applying
Raising Exceptional Circumstances after submitting	Apply before you submit — Herts operates a strict "fit to sit" policy
Assuming APA is applied identically across all schools	Check your specific module handbook for school-level variations
Treating a Turnitin score as a final verdict	Use it as a self-check, not an automatic pass/fail
Relying on the late-penalty floor instead of requesting an extension	Always request an extension or EC first if you know you'll be late

A Self-Audit Checklist

☐ Hertfordshire-Specific Self-Audit

- ☐ I know my school's specific referencing requirements within APA
- ☐ I have submitted (or plan to submit) through Canvas via StudyNet
- ☐ I know the difference between a coursework extension and Exceptional Circumstances
- ☐ I understand the late submission penalty scale and its floor

- ☐ I have used or booked a Herts Academic Skills or Study Success Hub service this term

Practice Exercise

- ☐ **Exercise — Confirm your own Herts specifics**

- ☐ Check your module handbook for your school's specific APA guidance
- ☐ Locate the Exceptional Circumstances request process in your Student Record
- ☐ Find your nearest Study Success Hub or HAS workshop schedule

Frequently Asked Questions

- 1. What referencing style does the University of Hertfordshire use?** APA 7th edition for most schools, though some schools apply their own specific variations.
- 2. How do I submit an assignment at Herts?** Through Canvas, which you access via the StudyNet portal.
- 3. What's the difference between a coursework extension and Exceptional Circumstances?** A coursework extension covers minor disruption with up to 7 extra calendar days; Exceptional Circumstances defer the assessment entirely for serious situations.

4. Can I request Exceptional Circumstances after submitting my work? No — Hertfordshire's "fit to sit" policy means submitting counts as declaring yourself fit to do so.

5. How much notice do I need to give for an Exceptional Circumstances request? It must be submitted within 15 working days of the submission date and at least 5 working days before the Board of Examiners.

6. What happens if I submit coursework late without an extension? You lose 10 grade points per day for up to 5 working days, floored at 40 (undergraduate) or 50 (postgraduate), then receive a 0 after 5 days.

7. Does the late penalty ever reduce a mark below the floor? No — the penalty stops once it reaches the floor, but it won't protect a mark above the floor from being reduced down to it.

8. Is a Turnitin similarity score proof of plagiarism? No — it simply flags matches for a human marker to interpret using academic judgement.

9. What counts as Academic Misconduct at Herts? Plagiarism, collusion, contract cheating, fabrication of data, and possession of unauthorised exam materials, under UPR AS14 Appendix III.

10. How many credits does a standard Hertfordshire module carry? 15 credits, with an Honours degree requiring 120 credits at each of Levels 4, 5, and 6.

11. What mark do I need for a first-class Honours degree? A combined average of 69.50 or above.

12. How is my final classification calculated? Using the best 90 credits at Level 6 or above (75% weighting) plus the best remaining 90 credits at Level 5 or above (25% weighting).

13. What is Herts Academic Skills (HAS)? A free university-wide service offering workshops on referencing, writing, and time management.

14. Where can I find a Study Success Hub? On the ground floor of each Learning Resource Centre (LRC).

15. What is Library SkillUP? A set of online Canvas modules covering referencing, academic reading, and critical thinking.

16. Should I contact my module leader if I'm unsure which referencing variation applies? Yes — school-specific referencing guidance can vary, so confirming directly avoids restructuring work later.

17. Can I apply for both a coursework extension and Exceptional Circumstances for the same assessment? Generally you should choose the route that matches your situation's severity, since they serve different purposes and evidence requirements.

18. Is StudyNet the same as Canvas? No — StudyNet is the portal you log into, and Canvas is the VLE it leads you to for modules and submission.

19. What should I do if a technical issue prevents submission close to the deadline? Report it immediately and keep evidence, and submit with a buffer before deadlines in future to reduce this risk.

20. What's the best way to avoid Hertfordshire-specific procedural mistakes? Check your current module handbook and Ask Herts pages directly for each policy, rather than relying on generic UK university assumptions.

Key Takeaways

- Most Hertfordshire schools use APA 7th edition, though some apply their own specific variations worth confirming.
- Assignments are submitted through Canvas, reached via the StudyNet portal.
- Coursework extensions and Exceptional Circumstances are distinct routes — match the one to your situation's severity.
- Exceptional Circumstances must be requested before you submit, under a strict "fit to sit" policy.
- Late submissions lose 10 grade points per day up to 5 days, floored at 40 (UG) or 50 (PG), then become a 0.

- Turnitin flags similarity for human interpretation — it does not decide plagiarism cases itself.
- Herts Academic Skills and Study Success Hubs offer extensive free support worth using proactively.

Conclusion

Understanding Hertfordshire's specific systems — APA referencing variations, StudyNet and Canvas submission, the distinction between coursework extensions and Exceptional Circumstances, the graduated late-penalty scale, and how classification is calculated — prevents avoidable procedural problems that have nothing to do with the quality of your work. Confirm the specifics against your own current module handbook, since some details vary by school.

Want feedback on a Hertfordshire assignment before you submit? Our UK academic tutors can review your structure, referencing, and final draft.

This guide is provided for educational purposes to help University of Hertfordshire students understand and navigate their university's assignment policies. AssignPro Solution offers tutoring, feedback, proofreading and referencing guidance only, and does not write or complete assignments on behalf of students. Policies referenced are drawn from the university's published guidance and are subject to change — always confirm current requirements directly with the university.

Sources and Further Reading

Topic	University of Hertfordshire Resource
Exceptional circumstances	ask.herts.ac.uk/exceptional-circumstances
Coursework extensions	ask.herts.ac.uk/coursework-extensions
Late submission penalties	ask.herts.ac.uk/penalties-for-late-submission-of-assignments
Assessment offences	ask.herts.ac.uk/assessment-offences-and-academic-misconduct
StudyNet and Canvas	ask.herts.ac.uk/studynet
Honours classification	herts.ac.uk/study/how-to-apply/honours-classification-bachelors-degree
Academic support	herts.ac.uk/life/support-and-wellbeing/academic-support