

Middlesex University Assignment Guide: Referencing, Deadlines & the 20-Point Scale Explained

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

□ Reading time: 14–17 minutes

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

□ **Featured Snippet Answer:** Middlesex University students submit assignments through Turnitin within MyLearning, referencing mainly via Cite Them Right (Harvard or APA, depending on school). Grading uses a distinctive 20-point scale where lower numbers mean higher achievement (1–4 is First class). Late submissions within 5 calendar days are capped at a bare pass (Grade 16) rather than penalised on a sliding scale, and Extenuating

Circumstances can only be self-certified for up to 7 calendar days, claimed within 7 days of the circumstance arising.

AI Overview Summary: Middlesex University's assignment system has one feature that catches many students off guard: its 20-point grading scale runs in reverse, with 1 being the best possible grade and 20 meaning non-submission. Understanding this scale — alongside Turnitin submission via MyLearning, Cite Them Right referencing, and the specific rules around extenuating circumstances and late submission — prevents most avoidable confusion at Middlesex.

Quick Answer

At Middlesex University, assignments are submitted via Turnitin within MyLearning (Moodle), and referencing generally follows Cite Them Right, using either Harvard or APA style depending on your school. Grading runs on a 20-point scale where lower numbers are better (1–4 is First class), and late submissions within 5 calendar days are capped at a bare pass (Grade 16) rather than losing marks gradually. Extenuating Circumstances can be self-certified for up to 7 calendar days but must be claimed within 7 days of the circumstance arising, and never after you've already submitted.

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Why Middlesex-Specific Guidance Matters

Generic UK university advice can actively mislead Middlesex students on one point in particular: its grading scale runs in the opposite direction to the percentage-based systems most guidance assumes. Beyond grading, Middlesex also uses its own specific terminology and procedures for submission, referencing, and extenuating circumstances. This guide draws directly on Middlesex University's own published policies to explain these systems in practical terms.

❑ **Expert Tip:** If a piece of general advice talks about "losing marks" or "percentage boundaries" without mentioning Middlesex's 20-point scale specifically, treat it with caution — it may not translate directly to how your work is actually graded.

Middlesex's Assignment Support System at a Glance

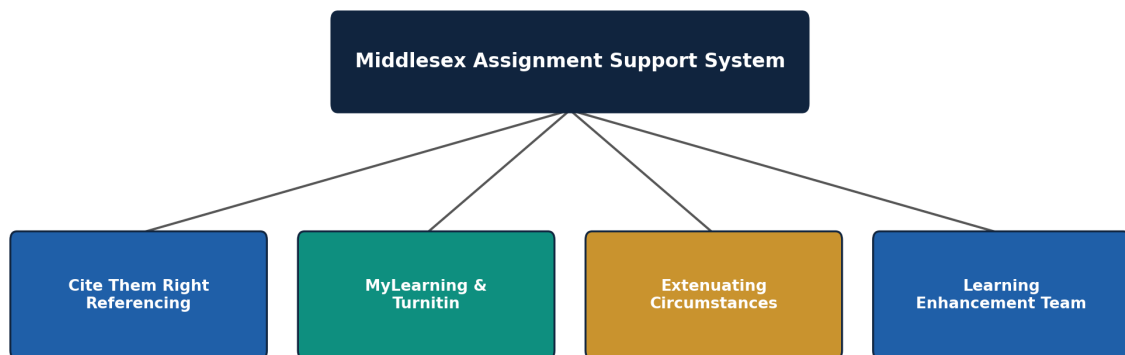


Figure 1: The core Middlesex University systems that govern how assignments are referenced, submitted, supported, and resolved when problems arise.

System	What It Handles
Cite Them Right referencing	How sources are cited and listed (Harvard or APA)
MyLearning and Turnitin	The VLE and submission tool used for assignments
Extenuating Circumstances	Self-certification and formal claims for disruption
Learning Enhancement Team (LET)	Free academic writing and numeracy support

❑ **Worked Example:** A student who understands the 20-point scale and the specific extenuating circumstances timing rules before their first assignment is due avoids the two most common sources of confusion new Middlesex students encounter.

Referencing at Middlesex

Middlesex primarily directs students to Cite Them Right, a referencing guide and online resource available through the university's library subscription, though the exact style used depends on your school.

Your Situation	Referencing Style Typically Used
Psychology students	APA style
Most other schools	Harvard style, via Cite Them Right
Managing multiple sources	RefWorks (reference management software) available to all students

⚠ **Common Mistake:** Assuming Harvard style applies university-wide without checking — Psychology students specifically are required to use APA, and mixing the two within one piece of work is a common, avoidable error.

The fix: Confirm your specific referencing style with your module handbook, and use Cite Them Right Online (or RefWorks for managing larger source lists) for the confirmed current guidance rather than general Harvard or APA guides that don't reflect Middlesex's specific conventions.

Submitting Through MyLearning and Turnitin

Middlesex's Moodle-based virtual learning environment, MyLearning, hosts your module content and the Turnitin Assignment Drop-Box your lecturer sets up for each piece of coursework. The university's general policy requires online submission via Turnitin for most written assignments.

☐ Submitting an Assignment at Middlesex

- ☐ Log in and access your module through MyLearning
- ☐ Locate the Turnitin Assignment Drop-Box for your assessment
- ☐ Upload your file and generate a Similarity Report before final submission if allowed
- ☐ Confirm your submission and keep evidence of the confirmation
- ☐ Check MyMDX for your student record and results once released

⚠ **Common Mistake:** Assuming every assessment type is submitted the same way — presentations, portfolios, performances, and some practical formats have different submission arrangements, and late submission rules don't apply to them in the same way as written coursework.

The fix: Check your specific assignment brief for the submission method required, and use a Turnitin Similarity Report as a self-check on your referencing and paraphrasing before your final submission, not merely as a formality.

Understanding the 20-Point Grading Scale

Middlesex's 20-Point Grading Scale

Lower numbers are BETTER — the reverse of a percentage scale

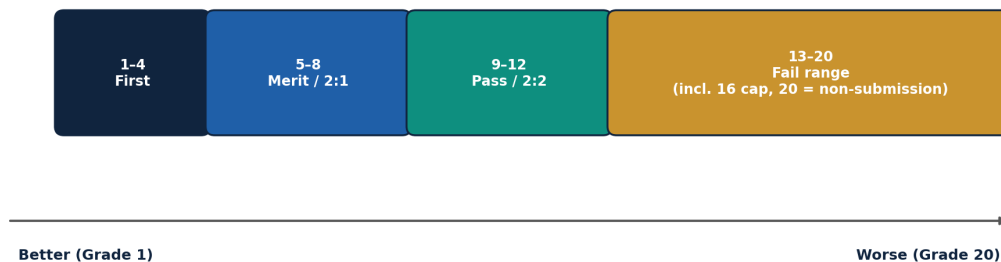


Figure 2: Middlesex's 20-point grading scale runs in reverse — lower numbers represent higher achievement, unlike a percentage scale.

This is the single most important thing to understand about grading at Middlesex: the scale runs from 1 to 20, and unlike a percentage, a **lower number is a better result**.

Grade Range	What It Represents
1–4	First class standard
5–8	Merit / Upper second (2:1) standard
9–12	Pass / Lower second (2:2) standard
13–20	Fail range, including the Grade 16 "bare pass" cap and Grade 20 (non-submission)

⚠ **Common Mistake:** Misreading a Grade 6 as a weak result because "6 out of 20" sounds low — on Middlesex's scale, Grade 6 actually falls within Merit/ 2:1 territory, close to First class.

The fix: When checking feedback or discussing marks with peers from other universities, always clarify whether you're both using the same scale — translate

Middlesex grades to their classification band rather than comparing raw numbers directly.

Late Submission: The 5-Day Window and Bare Pass Cap

Middlesex's late submission policy is distinctive: rather than a sliding scale of daily penalties, it applies a single flat cap.

Timing	What Happens
Submitted within 5 calendar days after the deadline	Work is marked normally, but if it would have passed, the grade is capped at Grade 16 (a bare pass)
Submitted more than 5 calendar days after the deadline	Not marked — awarded Grade 20 (non-submission)
Students with a relevant Learning Support File (LSF)	May be exempt from the cap as a reasonable adjustment

❑ **Expert Tip:** Middlesex does not scale this penalty by how late you are — submitting 1 day late and 5 days late both result in the same Grade 16 cap, so there's no advantage to delaying further once you're already late, but every reason to submit as close to the deadline as possible.

The fix: Treat the 5-day window as an emergency margin only, since a capped bare pass still costs you significantly compared to your work's actual quality — request an extension or Extenuating Circumstances claim proactively wherever possible instead.

Extenuating Circumstances and Self-Certification

Middlesex allows students to self-certify minor disruption without formal evidence, but the timing rules are strict and specific.

Requirement	What It Means in Practice
Self-certification limit	Up to 7 calendar days per claim
Claim submission window	Must be made within 7 calendar days of the circumstance arising
Must include	The relevant submission deadline
Retrospective claims	Not normally accepted once an assessment has already been undertaken

⚠ **Common Mistake:** Waiting to see how an assignment goes before deciding whether to raise Extenuating Circumstances — claims made after you've already submitted or sat an assessment are not normally accepted.

The fix: If a genuinely disruptive situation arises, submit your self-certification or evidence-based claim as soon as possible and well before your deadline — don't wait to see if you can manage without it first.

❏ **Lecturer Advice:** Remember that the University cannot make an academic judgement on how much your circumstances affected your performance, nor can it excuse you from completing an assessment entirely — the process is about adjusting deadlines and opportunities, not marks.

Academic Integrity and Misconduct at Middlesex

Middlesex operates an "academic writing induction period" for plagiarism and collusion (excluding online exam collusion), during which the university's initial response prioritises education over penalties — but this doesn't apply indefinitely or to all forms of misconduct.

Type of Misconduct	Definition
Plagiarism	Extensive unacknowledged quotation or direct copying presented as your own work
Close paraphrasing	Changing a few words or reordering a source's structure without proper citation — still counts as plagiarism
Self-plagiarism	Reusing material substantially similar to work already submitted elsewhere, without acknowledgement

⚠ **Common Mistake:** Assuming the academic writing induction period means first offences are automatically excused — it applies specifically to plagiarism and collusion, and doesn't cover all forms of misconduct or every circumstance.

The fix: Use the Learning Enhancement Team's academic writing support proactively to build genuine paraphrasing and citation skills, rather than relying on the induction period as a safety net. If you receive an allegation letter, you have 10 working days to respond in writing — respond promptly and seek advice from the Students' Union.

Module Credits and Degree Classification

Middlesex modules are most commonly 30 credits, though some are 15 or 60, and classification works differently from a simple average.

Concept	Detail
Standard module size	Typically 30 credits
Honours degree requirement	360 credits total, including at least 210 at Level 5+ and 120 at Level 6+
One academic year (undergraduate)	Normally 120 credit points
Classification method	Based on the proportion of credit in each grade band at Level 5+, not a simple average
Classification threshold	50% or more of graded credit at Level 5+ in a class is required to achieve that classification

❑ **Worked Example:** Because classification depends on the proportion of your credits falling in each grade band rather than a flat average, a small number of very strong results can sometimes outweigh a few weaker ones more than a simple average would suggest.

The Learning Enhancement Team (LET)

The Learning Enhancement Team offers free academic support across writing, language, and numeracy, delivered through several different formats.

Service	What It Offers
Workshops	Open sessions on academic writing, referencing, and study skills throughout the year
Individual consultations	One-to-one review and discussion of your academic writing
Numeracy support	Help with maths and statistics skills
Student Learning Assistants	Peer support from students trained to assist with study skills

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

A Middlesex Assignment Timeline



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

Stage	What Happens
Deadline	Assignment due via Turnitin on MyLearning

Stage	What Happens
5-day late window	Work still marked but capped at Grade 16 if it would have passed
Marking	Feedback returned according to your programme's published schedule
Results	Available through MyMDX once released

❑ **Worked Example:** Planning backward from a Middlesex deadline should treat the 5-day window purely as an emergency margin, since even a strong piece of work capped at Grade 16 loses significant value compared to submitting on time.

Common Middlesex-Specific Mistakes to Avoid

Mistake	The Fix
Misreading the 20-point scale as a normal percentage	Remember lower numbers are better — always translate to classification bands
Assuming Harvard applies to every school	Confirm your school's specific style, especially in Psychology (APA)
Relying on the 5-day late window as routine	Treat it as an emergency margin only — the Grade 16 cap is a real cost
Raising Extenuating Circumstances after submitting	Claim within 7 days of the circumstance, and always before you submit

Mistake	The Fix
Assuming the academic writing induction period excuses all misconduct	It applies specifically to plagiarism/collusion, not every situation

A Self-Audit Checklist

☐ Middlesex-Specific Self-Audit

- ☐ I understand the 20-point scale and know my target grade band, not just a number
- ☐ I have confirmed my school's referencing style (Harvard or APA) via Cite Them Right
- ☐ I have submitted (or plan to submit) through Turnitin on MyLearning
- ☐ I know the difference between self-certification and a formal Extenuating Circumstances claim
- ☐ I am treating the 5-day late window as an emergency margin, not a plan
- ☐ I have used or booked a Learning Enhancement Team service this term

Practice Exercise

☐ Exercise — Confirm your own Middlesex specifics

- ☐ Check your module handbook for your school's specific referencing style
- ☐ Translate your most recent grade into its classification band using the scale in this guide

Frequently Asked Questions

- 1. What referencing style does Middlesex University use?** Mainly Cite Them Right, using Harvard style for most schools and APA specifically for Psychology.
- 2. How do I submit an assignment at Middlesex?** Through the Turnitin Assignment Drop-Box within your module on MyLearning.
- 3. Is a higher or lower number better on Middlesex's grading scale?** Lower — the scale runs from 1 (best) to 20 (non-submission), which is the reverse of a percentage.
- 4. What grade range counts as First class at Middlesex?** Grades 1 to 4.
- 5. What happens if I submit coursework up to 5 days late?** It's still marked, but if it would have passed, the grade is capped at Grade 16 (a bare pass).
- 6. What happens if I submit more than 5 days late?** The work is not marked and receives Grade 20, recorded as non-submission.
- 7. Does the late penalty increase the longer I'm late within the 5-day window?** No — Middlesex applies a single flat cap regardless of whether you're 1 day or 5 days late.
- 8. Can students with a Learning Support File avoid the late penalty cap?** Yes, if it's indicated as a reasonable adjustment on their LSF.
- 9. How long can I self-certify Extenuating Circumstances for?** Up to 7 calendar days per claim.
- 10. When must I submit an Extenuating Circumstances claim?** Within 7 calendar days of the circumstance arising, and always before you submit the affected assessment.

11. Can I claim Extenuating Circumstances after I've already submitted my work? No — retrospective claims are not normally accepted.

12. What is the "academic writing induction period"? A period during which Middlesex's initial response to plagiarism or collusion prioritises education over penalties, though it doesn't apply to every form of misconduct.

13. Does close paraphrasing count as plagiarism at Middlesex? Yes — changing a few words or reordering a source's structure without proper citation still counts as plagiarism.

14. What happens if I'm found to have committed plagiarism? Outcomes can include repeating the module capped at Grade 16, or in serious cases, withdrawal from the programme.

15. How long do I have to respond to an academic misconduct allegation? 10 working days, in writing.

16. How many credits does a standard Middlesex module carry? Typically 30 credits, though some modules are 15 or 60.

17. How many credits make up an Honours degree at Middlesex? 360 credits total, including at least 210 at Level 5 or above and 120 at Level 6 or above.

18. Is my degree classification based on a simple average of my grades? No — it's based on the proportion of your credits falling into each grade band at Level 5 and above.

19. What is the Learning Enhancement Team? A free Middlesex service offering academic writing, referencing, and numeracy support through workshops and one-to-one consultations.

20. What happened to MyUniHub? It has been decommissioned, with student content moving to MyMDX, while MyLearning remains the VLE for modules and Turnitin submission.

21. Is a Turnitin Similarity Report a final verdict on plagiarism? No — it flags matches for your understanding and your marker's judgement, not an automatic pass or fail.

22. What's the best way to avoid Middlesex-specific procedural mistakes?

Check your module handbook and official Middlesex policy documents directly, and always translate any grade discussion into classification bands rather than raw numbers.

Key Takeaways

- Middlesex's 20-point grading scale runs in reverse — a lower number means a better result, with 1–4 representing First class.
 - Referencing mainly follows Cite Them Right, with Harvard as the general default and APA specifically for Psychology.
 - Assignments are submitted through Turnitin within MyLearning, with results available via MyMDX.
 - Late submissions within 5 calendar days are capped at Grade 16 (a bare pass), not penalised on a sliding scale.
 - Extenuating Circumstances self-certification is limited to 7 calendar days and must be claimed within 7 days of the circumstance, always before submission.
 - The academic writing induction period offers an educational-first response to plagiarism and collusion, but doesn't cover every situation.
 - The Learning Enhancement Team offers extensive free academic writing and numeracy support worth using proactively.
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Conclusion

Understanding Middlesex University's specific systems — most importantly its reversed 20-point grading scale, alongside Cite Them Right referencing, MyLearning/Turnitin submission, the 5-day late submission cap, and Extenuating Circumstances timing rules — prevents a whole category of avoidable confusion that has nothing to do with the quality of your work. Confirm the specifics against your own current module handbook, since some details can vary by school and course.

Want feedback on a Middlesex 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 Middlesex University 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	Middlesex University Resource
Referencing (Cite Them Right)	libguides.mdx.ac.uk/AAA_Referencing
Turnitin submission	libguides.mdx.ac.uk/plagiarismreferencing/turnitin
Extenuating circumstances	mdx.ac.uk (Policy and Procedures for Extenuating Circumstances Claims)
Academic integrity and misconduct	mdx.ac.uk (Policy and Procedures for Academic Integrity and Misconduct)
Extenuating circumstances and late submission	unihub.mdx.ac.uk/study/assessment/extenuating-circumstances
Assessment regulations guide	unihub.mdx.ac.uk/study/assessment/assessment-regulations-guide
	unihub.mdx.ac.uk/study/writing-numeracy

Topic	Middlesex University Resource
Academic writing and numeracy support	