

University of Portsmouth

Assignment Guide: Referencing, Deadlines & Marking Explained

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

□ Reading time: 9–11 minutes

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

If you're studying at the University of Portsmouth, you'll notice quickly that "how to do an assignment" depends on your subject and on a few Portsmouth-specific systems worth understanding early. Portsmouth uses different referencing styles depending on your course, builds in an automatic short extension that most students never realise exists, and operates a strict "fit to sit" approach to extenuating circumstances. Knowing these specifics before a deadline — not after — makes a real difference.

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

Please note: This guide is for general educational purposes. Always check your own module handbook, assessment brief, and Moodle

announcements, as requirements can vary between faculties 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 Portsmouth-Specific Guidance Matters

Generic study-skills advice rarely reflects how Portsmouth actually works. Portsmouth's default referencing style is APA 7th Edition rather than Harvard, coursework is submitted through Moodle with Turnitin integration, and the university builds in a genuinely automatic 48-hour extension that requires no application at all. Understanding these mechanics in advance — rather than discovering them under deadline pressure — is what separates a calm, well-prepared submission from an unnecessarily stressful one.

2. Portsmouth's Assignment Support System at a Glance

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

Figure 1: Portsmouth's Assignment Support System

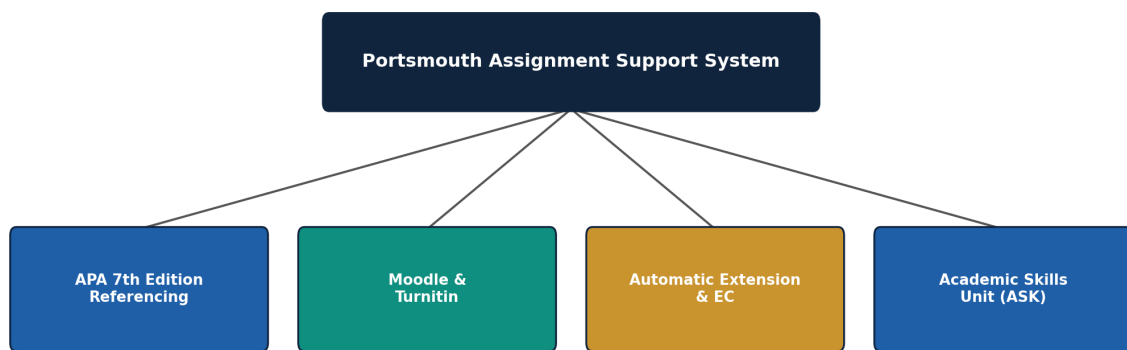


Figure 1: The core University of Portsmouth systems that govern how assignments are referenced, submitted, supported, and resolved when problems arise.

System	What It Handles
APA 7th Edition Referencing	How sources are cited and listed, with subject-specific exceptions
Moodle and Turnitin	Submission, module materials, and originality checking
Automatic Extension and Extenuating Circumstances	A built-in 48-hour buffer, plus formal claims for serious situations
Academic Skills Unit (ASK)	One-to-one tutorials and workshops on writing, referencing, and time-planning

3. Referencing at Portsmouth: It Depends on Your Subject

Unlike universities built around a single Harvard-based default, Portsmouth's referencing convention is set by subject area.

Subject Area	Referencing Style
Most courses (default)	APA 7th Edition
Law and Law modules	OSCOLA
Pharmacy, Biomedical Sciences, Radiography	Vancouver
History	Chicago (latest edition, supported within SASSHPL)

⚠ **Common Mistake:** Assuming Harvard applies at Portsmouth because it's common elsewhere. Portsmouth's default is actually APA 7th Edition, and using the wrong style — even a competent one — can cost marks if it doesn't match what your department expects.

The fix: Check the Referencing@Portsmouth pages for your specific style before compiling your reference list, and use the Library's online chat or referencing appointments if you're unsure which style applies to your course.

4. Submitting Through Moodle and Turnitin

Coursework at Portsmouth is submitted through **Moodle**, the university's virtual learning environment, with Turnitin integrated into assignment submission points across most courses. Turnitin generates a Similarity Index showing the percentage of your work matched to other sources, but Portsmouth is explicit that a high score alone isn't proof of a problem — staff review where matches occur, how long each one is, and whether you've cited it properly. Students are also offered the chance to check their own draft work through Turnitin before final submission, which is worth using if it's available on your module.

5. Late Submission: The Automatic 48-Hour Extension

This is one of the most distinctive features of assessment at Portsmouth, and many students never realise it exists.

Figure 2: Automatic Extension or Extenuating Circumstances — Which Applies?

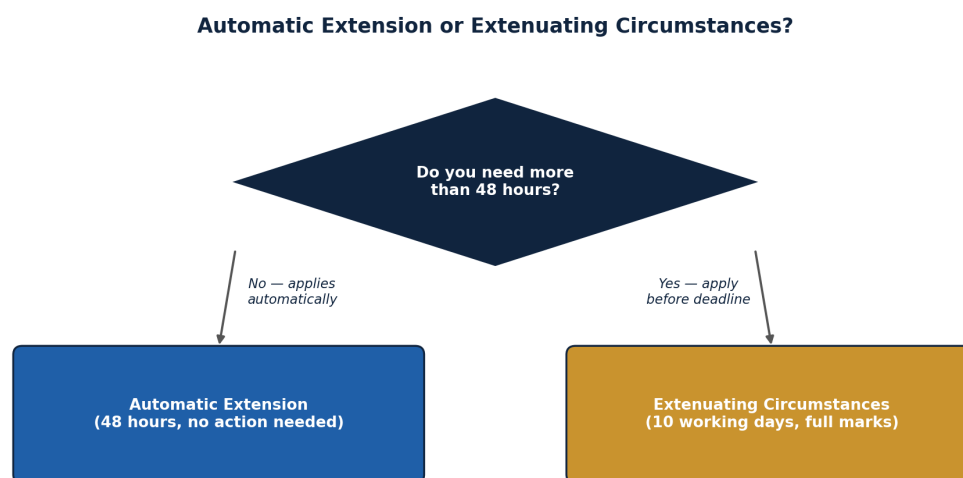


Figure 2: A decision guide for choosing between Portsmouth's Automatic Extension and a formal extenuating circumstances claim — without either, late work is capped at the pass mark.

Route	What Triggers It	What It Gives You
Automatic Extension	Nothing — it applies to every student automatically	A further 48 hours from the original deadline, no application needed
Extenuating Circumstances (EC) claim	Approved before the original deadline	10 working days to submit with full marks and no penalty

If you submit after the Automatic Extension period without an approved EC claim, the highest mark you can receive is capped at the module pass threshold (40%

undergraduate, 50% postgraduate). If you submit more than 10 working days after the original deadline, your work is recorded as a non-submission and will not be marked at all.

□**Tip:** The Automatic Extension is not something you apply for — it simply exists. But don't rely on it as a substitute for a genuine EC claim if your circumstances are serious enough to need more time; the EC route gives you a full 10 working days at full marks, which the Automatic Extension does not.

6. Extenuating Circumstances and "Fit to Sit"

Portsmouth operates a **"fit to sit"** policy: if you submit an assignment or sit an exam on time, you are considered to be declaring yourself fit to do so, and extenuating circumstances will not be accepted retrospectively for that attempt. Extenuating circumstances are only accepted where you failed to submit coursework on time, missed an exam, or were taken ill during one. Claims are submitted through the student portal, and a decision — checked by a second Extenuating Circumstances Officer for consistency — is normally given within 10 working days.

If your circumstances are particularly sensitive, you can raise them directly and confidentially with your Head of Department rather than through the standard process, or speak to any member of university staff you trust if you'd prefer not to approach your department directly.

7. Academic Misconduct and Turnitin at Portsmouth

Portsmouth defines **academic misconduct** broadly, covering self-plagiarism, taking another student's work without permission, falsifying data, collusion, contract cheating, cheating in examinations, and even submitting fraudulent extenuating circumstances claims. Importantly, the policy continues to apply even after you've finished your studies, so misconduct discovered retrospectively can still be investigated. Where a report is made, a preliminary assessment is normally

completed within 15 working days to determine whether there's sufficient evidence to proceed.

8. Module Credits and Degree Classification

A full-time Portsmouth undergraduate currently studies a maximum of **120 credits per year** across Levels 4, 5, and 6. Be aware that Portsmouth is in the process of restructuring its module sizes: from September 2026, Level 4 modules are moving to a 30-credit structure (and multiples of it), with Levels 5 and 6 following from September 2027 — so if you're starting or progressing around this time, check your specific course structure carefully.

Your final degree classification is calculated as a weighted mean of your Level 5 and Level 6 marks in a **40:60 ratio**, after discounting your worst 20 credits at each level.

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

Note that Portsmouth moved to a **categorical marking scale** for assessing student work from 2024, so always check your current module handbook for how this applies to your specific assessments.

9. Academic Skills Support: ASK

The **Academic Skills Unit (ASK)** is available to every Portsmouth student, covering time-planning, academic writing, and referencing. ASK offers one-to-one tutorials for both campus-based and distance-learning students, bookable through Moodle,

alongside workshops running throughout the year on topics from essay writing to presentation skills. Distance learners are supported by phone, email, or chat platforms, and appointments continue through most holiday periods.

10. A Portsmouth Assignment Timeline

Figure 3: A Typical Portsmouth Assignment Journey

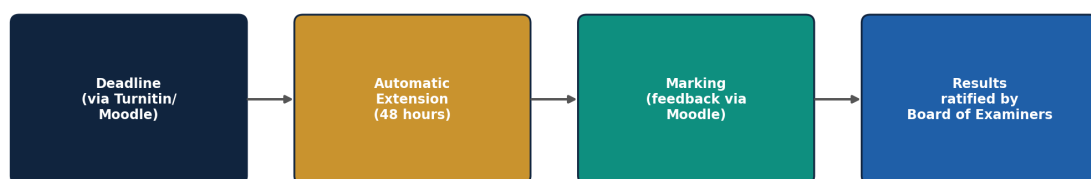


Figure 3: How a Portsmouth assignment typically moves from deadline through to marked feedback and confirmed results.

Stage	What Happens
Deadline	Assignment due via Turnitin on Moodle
Automatic Extension	A further 48 hours applies automatically, no action needed
Marking	Feedback and marks returned via Moodle
Results	Confirmed once ratified by the Board of Examiners

11. Common Portsmouth-Specific Mistakes to Avoid

Mistake	The Fix
Assuming Harvard is the default referencing style	Check Referencing@Portsmouth — APA 7th is the default for most courses

Mistake	The Fix
Not realising the 48-hour Automatic Extension exists	Remember it applies automatically, but don't rely on it instead of a genuine EC claim
Submitting late and expecting extenuating circumstances to cover it	Remember Portsmouth's "fit to sit" policy — apply before the deadline where possible
Ignoring your Turnitin similarity report	Check your own draft where available, and review matches before the deadline
Assuming your module still has 20-credit structure	Check your course specification given the 2026/27 credit restructuring

12. A Self-Audit Checklist

- ☐ I have confirmed which referencing style my specific course requires
- ☐ I know my Moodle submission deadline and how Turnitin is used on my module
- ☐ I understand the Automatic Extension and how it differs from an EC claim
- ☐ I know Portsmouth's "fit to sit" policy and when extenuating circumstances can be claimed
- ☐ I have checked my current module's credit structure and marking scale
- ☐ I know where to find ASK workshops or book a 1:1 tutorial if I need extra support

13. Frequently Asked Questions

1. What referencing style does the University of Portsmouth use? APA 7th Edition is the default for most courses, with OSCOLA for Law, Vancouver for Pharmacy, Biomedical Sciences and Radiography, and Chicago for History.

2. Where do I submit my assignments at Portsmouth? Through Moodle, with Turnitin integrated into most assignment submission points.

3. What is the Automatic Extension? A built-in further 48 hours from the original deadline that applies to every student automatically, with no application required.

4. What happens if I submit after the Automatic Extension without an EC claim? Your mark is capped at the module pass threshold (40% undergraduate, 50% postgraduate).

5. What happens if I submit more than 10 working days late? Your work is recorded as a non-submission and will not be marked.

6. What does "fit to sit" mean at Portsmouth? If you submit or sit an assessment on time, you're considered to have declared yourself fit to do so, and retrospective extenuating circumstances won't normally be accepted for that attempt.

7. When can I claim extenuating circumstances? Only where you failed to submit coursework on time, missed an exam, or were taken ill during one.

8. What if my EC claim is approved before the deadline? You get 10 working days from the assessment deadline to submit with full marks and no late penalty.

9. Does a high Turnitin score automatically mean I've plagiarised? No — staff review where matches occur and whether they're properly cited before drawing any conclusions.

10. How many credits do I study per year, and is this changing? Currently a maximum of 120 credits per year, though Portsmouth is moving to 30-credit modules starting at Level 4 from September 2026.

11. How is my final degree classification calculated? As a weighted mean of Level 5 and Level 6 marks in a 40:60 ratio, after discounting your worst 20 credits at each level.

12. Where can I get help with essay writing or referencing? The Academic Skills Unit (ASK) offers workshops and one-to-one tutorials, bookable through Moodle.

13. Can AssignPro Solution write my Portsmouth 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

- ☐ Portsmouth's default referencing style is APA 7th Edition, with subject-specific exceptions for Law, Pharmacy/Biomedical Sciences, and History
- ☐ Submission happens through Moodle with Turnitin integration
- ☐ A genuinely automatic 48-hour extension applies to every student, with no application needed
- ☐ Portsmouth's "fit to sit" policy means extenuating circumstances are only accepted for missed or disrupted assessments, not retrospectively
- ☐ An approved EC claim gives 10 working days at full marks; late submission without one is capped at the pass mark, then becomes a non-submission after 10 working days
- ☐ Module credit structures are changing from September 2026 — check your current course specification
- ☐ The Academic Skills Unit (ASK) offers free, practical support throughout your studies

Conclusion

Doing well at Portsmouth comes down to understanding Portsmouth's own systems for referencing, submission, and support — and using them deliberately. The policies above are drawn directly from Portsmouth's published guidance, but they can change, particularly given the ongoing credit structure reforms, so always check your current module 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 Portsmouth sources for the most current policies.

Sources and Further Reading

Source	Topic
Referencing@Portsmouth	Subject-specific referencing styles
Extenuating Circumstances Guidelines for Students	Extenuating circumstances and "fit to sit"
Examination & Assessment Regulations – Coursework	Automatic Extension and late submission penalties
Academic Misconduct	Academic misconduct policy and process
Turnitin – MyPort	Moodle and Turnitin submission
Changes to Assessment Regulations 2026	Module credit restructuring and classification
About the Academic Skills Unit (ASK)	Academic skills workshops and tutorials