



London Academy for Applied Technology

Student Assessments Handbook

Academic Year 2026–2027

Applicable to all levels on

- BSc (Hons) Business and
- BSc (Hons) Hospitality and International Tourism Management

Tower Hill · Brentford · Croydon



LAAT-STU-ASS-001

Version 1.0 | September 2026

laat.ac.uk

1. Introduction

Welcome to the London Academy for Applied Technology (LAAT). This handbook has been produced specifically for students enrolled on the BSc (Hons) Programs and explains everything you need to know about how your work is assessed, the rules you must follow, and what to do if things go wrong. Please read this handbook carefully at the start of your studies and keep it hand throughout the academic year. Our Mission is to empower students with the knowledge and skills to become leaders and innovators in a rapidly evolving global landscape — and your success in assessments is central to that journey.

Key Contacts

Assessments Office: assessments@laat.ac.uk

Student Support Team: studentsupport@laat.ac.uk

Academic Registry: studentsupport@laat.ac.uk

General Enquiries: info@laat.ac.uk | 020 3838 2693 | www.laat.ac.uk

LAAT is located at Tower Bridge Business Centre, 46–48 East Smithfield, London E1W 1AW.

Office hours are 10:00 AM – 06:00 PM, Monday to Friday.

2.1 Types of Assessment

You will be assessed through a variety of methods across your programme, which may include:

- Written assignments (essays, reports, case studies)
- Presentations — individual and group
- Portfolio submissions and reflective journals
- Panel discussions and debates
- Business plans and project reports
- Dissertations (Top-Up / Honours Project)

Each module descriptor specifies the assessment method(s) and the weighting of each component towards your final module grade. Briefs are published on the Moodle at the start of each teaching block.

2.2 Submission Requirements

All assignments must be submitted via the LAAT Learning Management System (LMS) by the stated deadline, unless your Module Leader has communicated a different method in writing.

Requirement	Standard
Word limit	As stated in the assessment brief ($\pm 10\%$ tolerance)
File format	Microsoft Word (.docx) or PDF — check brief for exceptions
Referencing style	APA — use the LAAT Referencing Guide on
Font & size	Aptos or Arial, 12pt, 1.5-line spacing
Cover sheet	LAAT standard cover sheet — available on
Submission portal	Marjon Canvas: https://www.instructure.com

2.3 Word Count Policy

Work submitted by more than 10% over the stated word limit will be penalised. Markers will stop reading at the 10% threshold and grade only the work up to that point. The following are excluded from the word count:

- Title page and cover sheet
- Reference list / bibliography
- Tables, figures, and captions
- Appendices (unless stated otherwise in the brief)

2.4 Late Submission Policy

LAAT operates a strict late submission policy aligned with Plymouth Marjon University requirements:

Period of Late Submission	Penalty Applied
One (1) to Seven (7) days late	10-mark penalty each day post submissions deadline subject to be capped at 40.
More than 7 days late	Non-Submission (NS) recorded

Important: A Referral (R) arising from late submission counts as one of your permitted resit attempts. Poor time management does not constitute grounds for an Extenuating Circumstances claim.

2.5 Extenuating Circumstances (EC)

LAAT acknowledges that students may experience unexpected and serious circumstances beyond their control that significantly affect their ability to study or submit assessments. The EC procedure exists to ensure students are treated fairly and consistently.

What counts as an Extenuating Circumstance?

Examples of valid EC include serious illness or hospitalization; death or serious illness of a close family member; major personal crisis such as domestic violence or a serious accident. The following do NOT normally count minor illness; poor time management or organization; computer or technical problems (unless truly unexpected); problems known earlier that were not reported promptly.

How to apply

- Complete the LAAT Extenuating Circumstances Form (available from the Registry or your Academic Coordinator)
- Attach independent supporting evidence — e.g. medical certificate, GP letter, death certificate, solicitor's letter
- Submit to the Registry (registry@laat.ac.uk) or directly to your Academic Coordinator
- Submit at least 24 hours before the deadline where possible, or no later than 5 working days after the affected period

Approved ECs may result in a short extension (up to 10 working days) or a deferral to the next assessment period. EC decisions are made by the Extenuating Circumstances Panel and are final. All claims are treated in strict confidence.

2.6 Academic Integrity

LAAT is committed to upholding the highest standards of academic integrity. All submitted work must be your own. The following are all forms of academic misconduct:

Type of Misconduct	Description
Plagiarism	Presenting someone else's words, ideas, or data as your own without proper acknowledgement
Collusion	Working with another student on an individual assessment without permission
Contract cheating	Paying or commissioning another person to produce your work
AI Misconduct	Using AI tools to generate or substantially alter submitted work — see Section 3
Fabrication	Inventing data, results, statistics, or references
Self-plagiarism	Resubmitting work already submitted for another module or award

2.7 Grading System

LAAT follows the standard UK undergraduate grading scale. A minimum mark of 40% is required to pass any module:

Classification	Mark Range
First Class (Distinction)	70–100%
Upper Second Class	60–69%
Lower Second Class	50–59%
Third Class	40–49%
Fail	0–39%

Specific programmes may have additional grading criteria adopted from Plymouth Marjon University, which supersede LAAT's guidelines where applicable.

2.8 Assessment Feedback

You are entitled to written feedback on all assessed work, normally available within 20 working days of the submission deadline via the grade center. Feedback will identify strengths, areas for improvement, and guidance for future assessments. To discuss feedback further, contact your Module Leader within 10 working days of grades being released to arrange an appointment.

3. Artificial Intelligence (AI) — Policy & Misconduct

Policy Reference: LAAT-ACA-AI-001 | **Student Guidance:** INFO-AI-001 | Full policy available on

3.1 LAAT's Position on AI

Artificial Intelligence tools — including but not limited to ChatGPT, Google Gemini, Microsoft Copilot, Claude, and similar large language model applications — are developing rapidly. LAAT recognises that

some limited use of AI as a learning support tool may be appropriate in certain contexts. However, submitting AI-generated text as your own work is a serious breach of academic integrity.

3.2 Permitted Uses of AI

- Using AI to help understand a concept or topic (as you would use a textbook or search engine)
- Using AI to generate a brainstorm or outline, which you then develop entirely in your own words
- Using AI to proofread grammar and spelling of work that is substantively your own
- Using AI to assist with translation — provided the submitted work is then written by you in English

3.3 Prohibited Uses of AI

The following uses constitute AI Misconduct and are strictly prohibited:

- Submitting AI-generated text as your own written work, in whole or in part
- Using AI to paraphrase or rewrite sections of text to avoid plagiarism detection
- Using AI to generate data, statistics, or research findings included in your work
- Failing to declare AI use where required in the assessment submission declaration

3.4 Detection & Investigation

LAAT uses a range of methods to identify potential AI misconduct, including AI detection software integrated with the cross-referencing submission styles with in-class writing samples, viva voce questioning, and review by Module Leaders and External Examiners. A high AI detection score alone does not constitute proof of misconduct; however, it may trigger a formal Stage 1 investigation.

3.5 AI Misconduct Procedure

Stage	Action	Timescale
Initial Consideration	Referring member of staff identifies concern and refers to Academic Misconduct Office/Officer with all supporting evidence	As soon as concern is identified
Written Notification & Initial Meeting	Academic Misconduct Office/Officer invites student to meeting to determine appropriate course of action; student informed of concern, evidence provided, right to accompanying person confirmed	At least 5 working days' notice to student
Poor Academic Practice (Foundation Year & Level 4 only — first instance)	Addressed developmentally by Academic Misconduct Office/Officer; no penalty applied; student supported via academic skills resources and Personal Tutor	Written notification issued following meeting
Programme-Level Resolution (Foundation Year & Level 4 — first-time minor only)	Academic Misconduct Office/Officer determines minor misconduct; Formal Academic Integrity Warning applied; handled without formal investigation where student does not dispute	Written decision within 5 working days of meeting
Stage One — Formal Investigation (Minor & Moderate)	Academic Misconduct Office/Officer investigates; student invited to formal interview; outcome: not upheld / minor penalty / moderate penalty applied accordingly	Student notified at least 5 working days before interview; written decision within 5 working days of interview

Stage Two — Panel Hearing (Serious)	Referred by Academic Misconduct Office/Officer to PMU Academic Registrar; Stage Two handled directly by Plymouth Marjon University; Panel determines outcome: not upheld / minor / moderate / serious penalty including suspension / cancellation of credit / expulsion	Student notified at least 10 working days before hearing; written decision within 10 working days of hearing and 40 working days of procedure commencement
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3.6 Appeals Against AI Misconduct Decisions

You may appeal within **10 working days** of the written decision to the Academic Misconduct Office/Officer, on the following grounds only:

- The procedures were not followed correctly, and this materially affected the outcome
- The decision reached was unreasonable in light of the evidence available
- New material evidence exists that could not have been provided at an earlier stage
- There is evidence of bias, or a reasonable perception of bias, during the procedure
- The penalty imposed was disproportionate or not permitted under these procedures

Disagreement with the findings alone is not sufficient grounds for an appeal.

4. Resit & Referral Processes

4.1 Understanding Refer Grades

A Refer (R) grade is awarded when you fail to achieve the minimum pass mark of 40% on an assessment component. It is not a final fail — it gives you the opportunity to resubmit or reattempt the assessment.

Grade Code	Meaning	Implication
R20	Mark below 40% — first attempt	Resit opportunity granted
R40	Failed 40 Credits per year.	Resit opportunity
R60	Failed 60 Credits per year.	Resit opportunity
R80	Failed 80 credits per year.	Must repeat the whole year
R100	Failed 100 credits per year.	Must repeat the whole year
R120	Failed 120 credits per year.	Must repeat the whole year

4.2 Resit Opportunities & Capping

You are normally entitled to one resit attempts per failed component. Resit marks are capped at 40% unless the original failure was due to an approved Extenuating Circumstance, or first stage of misconduct, In case of first stage of misconduct, in which an uncapped resit may be granted.

Resit work must genuinely address the original failure. Resubmitting the same work with minor changes may result in the resit being graded as a misconduct.

4.3 Resit Support

Support Type	Provider
1-to-1 tutorial session	Your Module Leader
Written feedback review	Module Leader or assigned tutor
Study skills support	Student Support Team — studentsupport@laat.ac.uk
learning materials access	Available throughout the resit period

4.4 Non-Submission (NS)

If you do not submit an assessment by the deadline with no approved EC, a Non-Submission (NS) will be recorded. An NS counts as one resit attempt.

4.5 Non-Engagement & Withdrawal Monitoring

LAAT is committed to supporting student engagement. Where unexplained absence or non-engagement exceeds 14 calendar days, the following procedure is initiated:

Stage	Action
End of Week 1	Formal email to student's LAAT email address
End of Week 2	Warning email to student; call from Programme support Team
End of Week 3	Final written warning by email & Phone call.
End of Week 4	Formal withdrawal approved by Attendance Monitoring Panel if no response

4.6 Academic Progress Panel & Retrieval

The Academic Progress Panel (APP) meets each week to review students at risk. It may recommend continued study with a support plan, a period of leave of absence, or withdrawal. Students will be invited by student support team to submit a written statement.

Where resit opportunity is exhausted, the following options may be considered:

- Module retrieval — repeating the module(s) in the next academic year (fee may apply) upto R40.
- R60 to R120 – Must repeat the whole academic year.

5. Assessment Grid — May 2026 Intake, Semester A

The tables below set out every assessment component for the May 2026 intake across all year groups for Semester A. All deadlines are hard deadlines — the Late Submission Policy in Section 2.4 applies from 00:00 on the day after the deadline (submissions must be made by 23:59 on the stated date).

5.1 Assessment Brief Release Schedule

Assessment briefs are released on a rolling basis. Component 1 briefs are issued in Week 2 of the teaching block; Component 2 briefs are released at the Week 7 gateway.

Year Group	Module Code	Module Name	Brief Release
Foundation Year	BSNF51	Academic Skills	Comp 1: Week 2 Comp 2: Week 7
Foundation Year	BSNF52	Introduction to Organisations	Comp 1: Week 2 Comp 2: Week 7
Foundation Year	BSNF53	Business Info and Data	Comp 1: Week 2 Comp 2: Week 7
Foundation Year	BSNF54	Principles of Business	Comp 1: Week 2 Comp 2: Week 7
Foundation Year	BSNF55	Foundation Year Project	Comp 1: Week 2 Comp 2: Week 7
Year 1+CERTHE	BSNC51	Business Environment	Comp 1: Week 2 Comp 2: Week 7
Year 1+CERTHE	BSNC52	Academic Performance & Professional Development	Comp 1: Week 2 Comp 2: Week 7
Year 1+CERTHE	BSNC53	Marketing	Comp 1: Week 2 Comp 2: Week 7
Year 1+CERTHE	BSNC54	Accounting and Finance	Comp 1: Week 2 Comp 2: Week 7
Year 1+CERTHE	BSNC55	People Management	Comp 1: Week 2 Comp 2: Week 7
Year 1+CERTHE	BSNC56	Enterprise Creation	Comp 1: Week 2 Comp 2: Week 7
Top-Up	BSNH51	Leadership & Management	Comp 1: Week 2 Comp 2: Week 7
Top-Up	BSNH52	Business Reality	Comp 1: Week 2 Comp 2: Week 7
Top-Up	BSNH53	Contemporary Business Issues	Comp 1: Week 2 Comp 2: Week 7
Top-Up	BSNH54	Operations Strategy Management	Comp 1: Week 2 Comp 2: Week 7
Top-Up	BSNH55	Honours Project	Comp 1: Week 2

5.2 Foundation Year — Assessment Deadlines

Foundation Year Modules	Assessment Type	Weightage	Credits	Assessment Deadline
Semester A				
BSNF51 · Academic Skills	Component (1) - Literature Review	Pass/Fail	40	2nd November 2026

BSNF51 · Academic Skills	Component (2) - Reflective Portfolio	100%	20	14th December 2026
BSNF52 · Introduction to Organizations	Component (1) - Podcast	50%	20	3rd November 2026
BSNF52 · Introduction to Organizations	Component (2) - Case Study	50%	20	15th December 2026
Semester B				
BSNF53 · Business Information & Data	Component (1) - Essay	30%	20	2nd November 2026
BSNF53 · Business Information & Data	Component (2) - Case Study	70%	20	14th December 2026
BSNF54 · Principles of Business	Component (1) - Group Podcast	100%	20	15th December 2026
BSNF55 · Foundation Year Project	Component (1) - Essay	30%	20	3rd November 2026
BSNF55 · Foundation Year Project	Component (2) - Project	70%	20	16th December 2026

5.3 Year 1/Cert HE — Assessment Deadlines

First Year / CERT HE Modules	Assessment Type	Weightage	Credits	Assessment Deadlines
Semester A				
BSNC51	Component (1) - Research Poster	100%	20	14th December 2026
BSNC52	Component (1) - Reflective Portfolio	100%	20	15th December 2026
BSNC53	Component (1) - Essay	60%	20	2 nd November 2026
BSNC53	Component (2) - Presentation	40%	20	16th December 2026
Semester B				
BSNC54	Component (1) - Essay	30%	20	2nd November 2026

BSNC54	Component (2) - Individual Report	70%	20	14th December 2026
BSNC55	Component (1) - Podcast	50%	20	3rd November 2026
BSNC55	Component (2) - Group Report	50%	20	15th December 2026
BSNC56	Component (1) - Interview	70%	20	4th November 2026
BSNC56	Component (2) - Pitch	30%	20	16th December 2026

5.4 Year (2) (Year 3 Honours) — Assessment Deadlines

Year (2) Modules	Assessment Type	Weightage	Credits	Assessment Deadlines
Semester A				
BSND51 · Intrapreneurship & Innovation	Component (1) - Panel Discussion	40%	20	2nd November 2026
BSND51 · Intrapreneurship & Innovation	Component (2) - Report	60%	20	14th December 2026
BSND52 · Advertising & Promotion	Component (1) - Promotion campaign	100%	20	15th December 2026
BSND53 · Financial Management and Investment	Component (1) - Presentation	50%	20	3rd November 2026
BSND53 · Financial Management and Investment	Component (2) - Report	50%	20	16th December 2026
Semester B				
BSND54 · Organisational Behavior	Component (1) - Presentation	70%	20	2nd November 2026
BSND54 · Organisational Behaviour	Component (2) - Report	30%	20	14th December 2026
BSND55 · Business Consultancy	Component (1) - Essay	50%	20	3rd November 2026
BSND55 · Business Consultancy	Component (2) - Report	50%	20	15th December 2026
BSND56- Research Methods	Component (1)- Research Poster	100%	20	16th December 2026

5.5 Top Up (Year 3 Honours) — Assessment Deadlines

Top up Modules	Assessment Type	Weightage	Credits	Assessment Deadlines
Semester A				
BSNH51 · Leadership & Management	Component (1) - Essay	60%	20	2nd November 2026
BSNH51 · Leadership & Management	Component (2) - Presentation	40%	20	14th December 2026
BSNH52 · Business Reality	Component (1) - Business Plan	70%	20	3rd November 2026
BSNH52 · Business Reality	Component (2) - Reflective Portfolio	30%	20	15th December 2026
Semester B				
BSNH53 · Contemporary Business Issues	Component (1) - Panel Debate	40%	20	2nd November 2026
BSNH53 · Contemporary Business Issues	Component (2) - Case Study	60%	20	14th December 2026
BSNH54 · Operations Strategy Management	Component (1) - Essay	50%	20	3rd November 2026
BSNH54 · Operations Strategy Management	Component (2) - Presentation	50%	20	15th December 2026
BSNH55- Honours Project	Component (1) - Dissertation	100%	40	16th December 2026

6. Your Rights & Responsibilities

6.1 Student Rights

As a LAAT student, you have the right to:

- Receive clear assessment briefs with marking criteria before you begin each task
- Submit Extenuating Circumstances applications without academic penalty for doing so
- Receive timely, constructive written feedback on all assessed work
- A fair and transparent investigation if academic misconduct is alleged
- Bring a supportive companion or Student Union representative to any misconduct meeting
- Appeal any academic decision through the formal appeals process
- Access support services including Student Support, the Library, and your Academic Coordinator
- Equal treatment regardless of age, disability, gender, race, religion, or sexual orientation, in line with the Equality Act 2010

6.2 Student Responsibilities

You are expected to:

- Read and understand the assessment brief and marking criteria for each module
- Submit all work on time and to the correct location on the
- Ensure all submitted work is your own and properly referenced using Harvard style
- Declare any use of AI tools where required in the assessment declaration
- Engage actively with feedback and use it to improve future work
- Notify your Academic Coordinator promptly if you are experiencing difficulties
- Maintain a minimum 80% attendance record across all timetabled sessions
- Behave professionally and with respect towards staff, fellow students, and LAAT facilities

6.3 Academic Honesty Declaration

Every assessment submission on the includes an Academic Honesty Declaration. By submitting your work, you confirm:

"I confirm that the work submitted is my own. I have acknowledged all sources used. I have not used AI tools to generate or substantially produce the content of this submission, except where explicitly permitted and declared. I understand that submitting work that is not my own, or that has been produced with prohibited AI assistance, constitutes academic misconduct and may result in formal disciplinary action up to and including exclusion from the programme."

7. Further Help & Support

LAAT provides comprehensive support services to ensure your academic success and personal well-being. Use the directory below to find the right team for your query.

Query Type	Who to Contact	How
Assessment deadline or brief	Your Module Leader	messaging or office hours
Extenuating Circumstances	Your Student Experience Team	EC Form on ; studentexperience@laat.ac.uk
Resit timetable or process	Programme Operations Office	assessments@laat.ac.uk
AI policy or academic integrity	Academic Malpractice Officer	assessments@laat.ac.uk
Wellbeing or personal difficulties	Student Support Team	studentsupport@laat.ac.uk
Disability or additional needs	Student Support Team	studentsupport@laat.ac.uk
Career guidance	Career Services	Careers.desk@laat.ac.uk
Formal complaint or appeal	Academic Registry	studentsupport@laat.ac.uk
Library & IT support	Library / IT Services	Help Desk
General enquiries	LAAT Administration	info@laat.ac.uk 020 3838 2693

— Your Central Hub

All module materials, assessment briefs, submission portals, grade releases, and the live Assessment Calendar are available at laat.ac.uk. Use your LAAT student email credentials to log in. For access issues contact the IT Help Desk via the student portal on MS Teams.

This handbook is reviewed annually by the Programme Operations Lead. Students will be notified of any material changes via the and LAAT student email.

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