**Assessment Hand-In Procedure**

For each assessment you submit, you must submit a cover sheet (see [EEBP Resources and Forms](http://cedar.exeter.ac.uk/iapt/cyphandbook/gradcert/resources_and_forms/)), electronically to [cyp-iapt@exeter.ac.uk](mailto:cyp-iapt@exeter.ac.uk).

**Competency Recordings and Reflective Commentary:**

* You must bring your competency recording on an encrypted hard-drive/memory stick (your Trust will provide you with this equipment) on or prior to the deadline, along with the password and connecting cables, for admin staff to download to a secure location.
* You must submit all supporting documents (i.e. reflective commentary, consent forms, cover sheet) electronically to [cyp-iapt@exeter.ac.uk](mailto:cyp-iapt@exeter.ac.uk).

**Practice Outcomes Document:**

* This must be submitted with a cover sheet to Beth ([cyp-iapt@exeter.ac.uk](mailto:cyp-iapt@exeter.ac.uk)) on the date given for submission

**Management of work submitted late and mitigation issues**

In accordance with University-wide policy, the mark for any work not submitted on time will be capped automatically at a maximum of 50% (or lower if the work achieves lower) if the work is handed in within 14 term time days of the submission date. A mark of 0% will be awarded if the work is submitted 15 term days or more after it was originally due. These penalties will not, however, be imposed if you have legitimate grounds for claiming an extension.

For details about the documentation needed to support such a claim, what constitutes 'good cause' for late submission and the procedure to be followed, please read <http://vle.exeter.ac.uk/pluginfile.php/266164/mod_resource/content/2/20101110-PSY_good_causes-GG.pdf>.

Download [CYP IAPT Mitigation Form](http://cedar.exeter.ac.uk/media/universityofexeter/schoolofpsychology/cedar/documents/cypiapt/documents/CEDAR_Mitigation_form_V7_2016.03.23.docx)