

Late Submission of Coursework Policy

Introduction

As one of our students you have a responsibility to manage your own working schedules. In order to avoid problems with deadlines it is important that you realise that a deadline is a time *by which* work is to be completed and handed in. You should always aim to submit work prior to the deadline. A simple tactic is to set your own deadline, perhaps several days in advance of the last possible date for submission, and to organise your work around that. If you have difficulty in managing your workload, you can seek advice from the Student Support Team.

You should also make back-up copies of your work at regular intervals, and if possible on different devices, or saved on a form of 'cloud' storage so that in the event of any technical problems (computer breakdown, lost memory sticks etc.) you will still have something that you could submit for marking. We also strongly recommend that you allow enough time to upload your work to the learning platform to ensure that the upload is completed before the submission deadline expires.

1. What is the University of Essex Online Policy on Late Submission of Coursework?

We operate a uniform policy for submission of coursework on our programmes of study; this policy applies to all students and all modules with the exception of the postgraduate dissertation:

1. Each piece of coursework must be submitted by the deadline published on the Learning Platform to be eligible for the full range of marks.
2. Once the published deadline has passed the portal for submission of coursework will close, and no further submissions will be allowed. If coursework is not submitted by the published deadline a mark of zero will be applied to the assessment.



3. The mark of zero will stand unless the student submits satisfactory evidence of extenuating circumstances that indicate that the student was unable to submit the work by the deadline for reasons that were unexpected and beyond their control.
4. A student who wishes to submit a Late Submission of Coursework request must do so within seven calendar days (including weekends and/or bank holidays) of the original published assessment deadline by submitting the Late Submission of Coursework Form and any appropriate evidence to the Student Support Team. On receipt of the Late Submission of Coursework form the Student Support Team will re-open the submission portal to allow the student to upload their coursework. The submission portal may only be re-opened for a period of 7 calendar days (including weekends and bank holidays) following the original published deadline. Once the 7-day period has passed the portal will close and no further submission will be allowed.

The Late Submission request will be considered by the Late Submission Panel on behalf of the Extenuating Circumstances Committee after the seven-day deadline.

5. No extensions will be granted in advance. Students are advised to familiarise themselves with the policy and arrangements for late submission of work.
6. Assessments submitted beyond seven days of the deadline may be marked for formative feedback only (provided model answers have not been released), but will receive a formal mark of zero.
7. A student who has experienced significant, longer term extenuating circumstances that prevented them from submitting the work at all, or within seven days of the deadline, should submit an Extenuating Circumstances for Performance Form which will be considered by the next appropriate Extenuating Circumstances Committee and presented to the Board of Examiners meeting.

2. Online Discussion Forums, Collaborative Questions, Presentations and other ‘real-time’ assessments.

Where is it not possible to accommodate a late submission request due to the nature of the assessment, a student who is unable to undertake the assessment by the deadline due to extenuating circumstances should submit an Extenuating Circumstances for Performance Form which will be considered by the next appropriate Extenuating Circumstances Committee and presented to the Board of Examiners meeting.

3. Postgraduate Taught Dissertations

Postgraduate Taught Dissertations or their equivalent are not counted as coursework and are therefore not covered by the Policy on Late Submission of Coursework. Students can request an extension of up to four weeks. Postgraduate dissertation students should familiarise themselves with the [Postgraduate Taught Dissertation Extension Policy](#).

4. Definition of Extenuating Circumstances for Late Submission of Coursework

We understand that there may be occasions when you are unable to complete or hand in a piece of coursework due to circumstances beyond your control. We have put in place policies for dealing with such extenuating circumstances. This document describes the procedures which are relevant for those unexpected circumstances which would prevent you from submitting your completed work by a deadline. This policy does not cover problems affecting your performance across a whole module or on more than one module over a longer time period. If you encounter such difficulties, please contact the Student Support Team and also consult the [Extenuating Circumstances for Performance Policy](#) on the learning platform.

There are two types of Extenuating Circumstances:

- Extenuating Circumstances at the point of assessment (Late Submission)



- Extenuating Circumstances affecting performance which are considered by the Board of Examiners (see the policy on 'Extenuating Circumstances for Performance' for further details).

Extenuating Circumstances for late submission of coursework are defined as the inability to submit work by the deadline due to circumstances beyond your control, of a medical, practical or personal nature which affects you for the period immediately preceding the time of the deadline. Genuine emergencies and circumstances which could not reasonably have been expected, will be accepted as extenuating.

You should note that extenuating circumstances claims will only be considered in cases where you were unable to hand coursework in due to a circumstance or events that could not reasonably have been anticipated.

The following are examples of circumstances which are NOT considered to be extenuating:

- Minor ailments and illnesses; such as colds, coughs, sprains, headache on the day of coursework submission.
- Personal disruptions or events which could have been anticipated; such as holidays, weddings, scheduled work-related events such as conferences and training courses, changing address or employment, religious holidays or festivals which are usually known in advance.
- General pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule.
- Study-related circumstances, such as computer failure, internet issues, unavailability of resources, as these problems should be factored into the organisation of your workload. You should ensure you are familiar with how to upload work to the Learning Platform for each different module prior to the deadline.
- Not allowing sufficient time to upload your assignment to the learning platform before the deadline expires.
- Financial constraints commonly experienced by students.
- Misreading/confusing the coursework deadline.

- Oversleeping on the day of the deadline.

It is not appropriate, nor possible, to list all of the potential extenuating circumstances that you may encounter which would be accepted. The list above should give you an indication of the types of circumstance that are not accepted.

5. How to submit a request for Late Submission to be considered

It is your responsibility to inform the Student Support Team at the earliest opportunity of any circumstances that may affect your ability to meet a coursework deadline, to allow them to advise you of the most appropriate course of action available to you.

If you experience extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should complete an '**Late Submission of Coursework**' form and submit it to the Student Support Team as **soon as possible after the published deadline (including weekends and holidays)**. On receipt of the Late Submission of Coursework form the Student Support Team will be able to re-open the submission portal to allow the coursework to be submitted.

Please note: the resubmission portal can only be re-opened for a maximum of 7 days after the published deadline. If you do not submit within 7 days of the published deadline your Late Submission request will be declined.

The '**Late Submission of Coursework**' form can be downloaded from the learning platform.

6. How will the University of Essex Online deal with requests for Late Submission?

The Extenuating Circumstances for Late Submission requests will be considered by the Late Submission Panel, who are authorised to act on behalf of the Extenuating Circumstances Committee. If the extenuating circumstances are not accepted the mark of zero will remain.

It is important to note that you use the 'Late Submission of Coursework' form to request access to the full range of marks, on the basis of extenuating circumstances which directly prevented you from handing in your work by the deadline.

The outcome of your request will be confirmed once the panel has taken place.

Information to include

You should include on the form details of the specific piece(s) of coursework affected by the circumstances or events that prevented timely submission of the work. Make sure you explain the impact these circumstances had on your ability to submit your coursework by the deadline. It is not the role of the University of Essex Online to try to work this out or to seek further information on your behalf. Try to make your submission clear and concise. The Extenuating Circumstances Committee is trying to determine whether the circumstances or events have significantly and legitimately affected your ability to submit work by the deadline.

Documentary evidence

The documentary evidence you need to provide will depend on the type of problems that you have experienced. It is important that any supporting evidence matches the dates over which you have been affected by the extenuating circumstances.

a) Circumstances of a non-medical nature

You should, if possible, submit appropriate third-party evidence to support your claim. We realise that in some cases it may be difficult to do this, and claims which are not accompanied by documentary evidence may be considered. However, lack of third-party evidence may weaken your claim. It is up to you to get this evidence, as the University of Essex Online will not seek it on your behalf. The University of Essex Online reserves the right to check the validity of the document(s) you submit by contacting the third party directly.

b) Circumstances of a medical nature

In the case of circumstances of a medical nature, please note that medical certification is not always necessary for this form of extenuating circumstances claim, and most doctors will not issue medical certificates either for short-term or minor illnesses. If late submission results from a medical

circumstance, then it is evidence of the inability to complete and/or submit, rather than the nature and degree of the condition, which is relevant.

The policy on Self Certification for Extenuating Circumstances recognises that in the case of medical extenuating circumstances for minor illnesses, you may not need, or be able to seek, medical attention and therefore will be unable to provide supporting evidence. In such cases, you may Self Certify on the following basis:

- You are only able to self-certify on two separate occasions per level (the dates for the two separate occasions should not be sequential)
- You are only able to self-certify for up to five days per claim
- You may self-certify for any form of assessment which is covered by the Late Submission Policy
- Self-certification should only cover illness for which medical help would not normally be sought

To self-certify for the late submission of coursework, you should include details of the dates affected and the specific impact the illness had on your ability to meet the original deadline. As per the guidance in section 4, minor ailments such as colds, coughs, sprains and headaches on the day of the deadline are not considered grounds for extenuation.

If Self Certification does not meet the requirements above or is not applicable to your circumstances, the Panel will expect to see evidence to support your request. Further guidance regarding documentary evidence can be found in appendix A.

7. False Claims

You should note that submitting a false claim or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be a breach of student conduct and would be dealt with under the Student Code of Conduct Policy. The University of Essex Online reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

8. Your Data

By submitting the 'Late Submission of Coursework' form you are agreeing to the University of Essex Online holding this personal data for the purposes of processing your claim and will only be shared with individuals involved in the decision-making process. It will be kept until your file is destroyed (which is usually six years after the year in which you graduate).

9. Equality Act 2010

If you are providing information about your disability on your Late Submission of Coursework form, please note that this does not count as disclosure to the University of Essex Online as these forms are intended for use only by the Board of Examiners. We strongly urge you to disclose any persistent medical condition, specific learning difficulty or disability to the Student Support Team.

10. Rejected Claims

If the Panel have rejected your request, you may be eligible to request a review.

The Late Submission Panel acting on behalf of the ECC can review a decision where the request for review meets the criteria outlined below.

You should contact the Student Support Team with your request for review and any relevant evidence no later than 7 calendar days of the date the outcome is sent to you. If you do not make your request within 7 calendar days, the panel cannot accept your request for review.

Request for review can be made under the following circumstances:

Further information of which the Late Submission Panel was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.

Procedural irregularity in the conduct of the Extenuating Circumstances Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the outcome might have been different had they not occurred.

If you have not met the requirements for review your request will not be reconsidered by the panel, you will be informed if this is the case.

If your request is made late, does not meet the requirements for review or your outcome does not change no further request for review can be made to the Panel. If you continue to experience Extenuating Circumstances, please contact your Student Support Team who can advise you further.

Responsible Manager	Name	Date approved	Related Policies
Director of Quality and Compliance	Carol Dadd	Feb 25	<u>Extenuating Circumstances for Performance Policy</u> <u>Postgraduate Taught Dissertation Extension Policy</u> <u>Intermission Policy</u>

Appendix A:

Circumstance	Type of Evidence Required	Additional Information
Long term condition/disability	Written independent evidence on headed paper from a medical practitioner. The evidence is expected to provide an explanation of why and how your studies have been affected over and above any reasonable adjustments that have already been made.	<p>Where the effects of a long-term condition or disability may be expected to have a potential impact on your studies, we expect that you will discuss this with the Student Experience and Wellbeing team and/or the Student Support Team in good time before your assessments. This will allow us to determine whether we need to make any reasonable adjustments to your studies or assessments.</p> <p>The Late Submission Panel will consider cases in this scenario where a new condition or disability is diagnosed too late to allow reasonable adjustments to be considered or put in place, or if you have been affected by a sudden deterioration or change in your condition.</p>
Physical/mental illness or acute personal/emotional circumstances:	A medical letter/certificate from an appropriate medical practitioner.	<p>If you do not meet the requirements for Self-Certification the evidence guidance below should be considered.</p> <p>Please note that many medical practitioners will not issue medical certificates either for short-term or minor illnesses, neither will they issue medical certificates where you were not treated at the time, and you report your illness to a doctor retrospectively.</p>

		The Late Submission panel may accept other evidence submitted by you in this circumstance provided that the evidence submitted covers the dates of your late assignment and outlines the impact of your circumstances on your ability to study.
Hospitalisation: Including accident or emergency	A medical letter/certificate from an appropriate medical practitioner confirming the impact on the submission of your assignment. Alternatively, a discharge or medical report which confirms the date(s) you were hospitalised	If you do not meet the requirements for Self-Certification the evidence guidance below should be considered. A medical letter/certificate from an appropriate medical practitioner confirming the impact on the submission of your assignment. Alternatively, a discharge or medical report which confirms the date(s) you were hospitalised
Family Illness	A medical letter/certificate from an independent medical practitioner	Confirmation of the nature and severity of the family circumstance and the likely impact it is having on your ability to study and/or undertake formal assessment will need to be outlined as part of the evidence.
Bereavement	A death certificate or a letter confirming the death from an independent person (usually not a family member)	The claim should make clear the nature of the relationship between you and the deceased and how your ability to study has been affected. This is particularly necessary where the relationship is not within the immediate family (e.g. a cousin or friend).

	Other evidence can include a funeral service booklet, newspaper obituary or letter from a minister.	Successful claims for bereavement will usually be accepted for the term in which the bereavement occurred. If you consider that you have been affected for a longer period, additional evidence will be required (e.g. a letter from a medical practitioner)
Pregnancy, Maternity and Paternity Including a difficult or unplanned pregnancy	A medical certificate/letter from an appropriate medical practitioner.	Any evidence provided should clearly show confirmation of pregnancy, the name of the pregnant person and the due date or date of scan/appointment.
Crime: Including being a victim of violent crime, theft or being investigated by the police.	<p>A written statement of events which is supported by written evidence from the police including a crime reference number.</p> <p>Solicitor's letter.</p> <p>A medical letter/certificate from an appropriate medical practitioner.</p> <p>A supporting letter from your employer if they are aware of your circumstances.</p>	

Domestic Disruption	A letter from an appropriate independent individual/authority describing the relevant circumstances and an indication of the likely impact on your ability to study or undertake assessment.	<p>If the letter is from a local authority/council/landlord, it should be on headed paper or have an official stamp wherever possible.</p> <p>Supporting evidence from a relevant charity or religious organisation (should you be in receipt of their support) could also benefit your request. Any evidence provided should be on headed paper where possible.</p>
Relationship problems/breakdown:	<p>A change of address/bank account/tenancy agreement.</p> <p>Letter from a third party eg: counsellor, solicitor, family friend.</p>	<p>The Panel will need to have sufficient evidence to take into consideration the timing of the break-up and the duration of the relationship and any associated circumstances which may have impacted your ability to study or undertake assessment.</p> <p>A description of the nature of the relationship (e.g. whether it is your own relationship or a relationship which has a significant impact on you, such as a parental relationship). The evidence should include a statement of how the circumstances have affected your ability to student or undertake assessment.</p>
Exceptional financial difficulties	<p>Letters from a bank/Student Finance/Employer/Council etc)</p> <p>A medical letter/certificate from an</p>	<p>The Panel will only consider cases where there is clear evidence that the situation is serious, unexpected, and not of your own making. Financial difficulties commonly experienced by students are not considered extenuating.</p>

	appropriate medical practitioner.	
Major and exceptional travel disruption	<p>Weather, traffic or other incident report.</p> <p>Correspondence from the travel provider.</p> <p>Tickets</p>	<p>You will need to include a clear statement of what has occurred and how you consider it has affected your ability to study and/or undertake assessment. The Panel may consider whether you allowed sufficient time for travel.</p> <p>The Panel will not typically accept travel tickets/confirmation as suitable evidence in isolation. In these cases, please attempt to provide third-party evidence alongside travel information which confirms the impact on your ability to study.</p>
<p>Serious and significant personal incidents:</p> <p>Including homelessness, direct experience of natural disaster</p>	<p>Letter from a solicitor/council/employer /professional support worker etc</p> <p>Insurance</p> <p>Documentation</p> <p>Medical letter/certificate from an appropriate medical practitioner.</p>	
Jury Service (UK)	A letter from the Court together, where appropriate with proof that a deferral has been requested and rejected or proof that a previous	If you asked to undertake jury service that would affect your ability to meet any of the requirements of your programme, you should normally make a request to the Court for the Jury Service to be deferred. You should discuss the impact of jury

	request for deferral was accepted	service with the Student Support Team and whether you should make a deferral request.
Unusual and unexpected extreme pressures of work	A letter from your line manager explaining the relevant circumstances and their impact on your ability to study or undertake assessment.	Your evidence must make it clear that the pressures of work were unexpected and not a usual part of your role or responsibilities.