

LTC09D142

Title: Enhancing the student experience: operation of the system of extensions for coursework deadlines
Version: Final
Circulation: Learning and Teaching Committee – 26 May 2010
Agenda: LTC09A007
Status: Open

1. Introduction

Following the QAA Audit in 2009 Faculties were asked to gather information about coursework extensions and extenuating circumstances in order to assure the University 'that the application in practice of policy and procedures for extensions to submission deadlines and for extenuating circumstances does not result in inequitable treatment of students'.

All Faculties make information on coursework extensions and extenuating circumstances accessible to undergraduate and postgraduate taught students either within Faculty / School handbooks and / or electronically on School Blackboard sites. The Central Student Handbook also contains guidance on the 'Submission of Work for Assessment and Extensions to Deadlines'.

The following information provides a summary about these procedures and how information is disseminated to students and where the information is held.

The Appendices contain examples of specific information held by Schools and Faculties.

2. Coursework extensions

- The information presented regarding coursework extensions explains the procedure students should follow in order to request an extension to their coursework deadline.
- Faculties / Schools provide information about how students can get further help with the procedure.
- All Faculties / Schools provide a coursework extension form, found within their handbook / online / obtainable from School or Teaching Offices.
- Requests for coursework extensions are normally considered by Module Organisers.
- Applications for coursework extensions are requested in advance of the deadline, but in all cases retrospective extensions may be given for work handed in after the submission deadline.
- 'Sufficient' extenuating circumstances are required for a coursework extension request to be approved. The guidance normally states that students must report circumstances they consider have had an impact on their academic performance, adversely affecting their ability to study. In some instances 'personal, medical, legal, financial or other reasons' are given as guidelines for extenuating circumstances. In other instances unacceptable grounds for an extension are listed.
- In all cases the length of approved extensions is left to the discretion of the Module organiser / School / Faculty

3. Extenuating Circumstances

- Students are informed that they may report circumstances that have affected their academic performance and have adversely affected their ability to study to their School.
- The procedure explains the process of reporting extenuating circumstances to an examination board.
- Details about extenuating circumstances can be found on a couple of Faculty FAQ web pages.
- The 'Evidence in Support of Extenuating Circumstances' guidance document can be accessed from the LTQO web page under Taught Programmes / Concessions.
- All Faculties / Schools provide an Extenuating Circumstances / Circumstances Affecting Study form.

4. Good practices and further considerations

The following are examples of good practice carried out by Teaching Offices:

- remind students at the start of the Autumn Semester that handbooks are available (and where they are available from);
- send regular email bulletins to students reminding them to submit documentation relating to extenuating circumstances before Examination Boards;
- record all extenuating circumstances on a spreadsheet for Examination Board consideration;
- monitor mark sheets regularly and 'follow-up' with students where a zero or blank occurs for a piece of assessment to generate a response from the students and retrospective documentation regarding extenuating circumstances where required;
- module organisers are given discretion to set extensions of up to one week for UG and up to two weeks for PGT coursework.

Appendix A: Examples of coursework extension and extenuating circumstances guidance material

<p>AHP (UG)</p>	<p>Students must make every effort to submit an assignment by the given deadline. However, in special circumstances if they are unable to submit the assignment by the given deadline they may apply for an extension to that deadline. The procedure for obtaining such an extension is for the student to obtain an extension application form available from the Admin Forms in this section of Blackboard. This application may be completed by the student alone, the student's personal adviser or by another designated member of faculty. The completed form must explain the circumstances or factors that will prevent the student from meeting the submission deadline.</p> <p>Extension application forms must be received in Undergraduate Programmes Office no later than 15.00 on the Friday* prior to the submission date...</p> <p>...Upon receipt of the forms the Undergraduate Programmes Office / Teaching Office will make arrangements for the forms to be considered by the relevant module co-ordinator who will advise students of their decision no later than one working day after the request. Initially their decision will be conveyed informally by the module co-ordinator and this will then be confirmed in writing. Students' work must be submitted within the extended deadline period. Students, their personal advisers or other members of academic staff may report (using the form in the Admin Forms section of Blackboard) to the Board of Examiners any factors which may have affected the performance of the student. At the meeting of the Board of Examiners circumstances will be considered prior to confirmation of the students' marks.</p> <p>The Undergraduate Programmes Administrator will remind students and faculty of this opportunity and give guidelines for the procedure prior to each Exam Board. All formal communications received from students and faculty will be responded to formally by letter subsequent to the meeting of the Board of Examiners.</p>
<p>HUM (UG)</p>	<p>Module organisers or teachers will consider an application for an extension to a deadline on the basis of extenuating circumstances, but you must provide independent written evidence to support your application. If you have extenuating circumstances and wish to request an extension to the deadline, you should complete an 'Application for an Extension' form available from the School Office. You should ensure that you obtain approval, in advance of the deadline, from the module teacher. The completed form, together with your work, is submitted to the School Office. For acceptable extenuating circumstances a retrospective extension may be given for work handed in after the submission deadline, again with independent written evidence to support your application.</p> <p>There may be times during your studies when personal, medical, legal, and financial or other reasons have affected your academic performance. Students may report circumstances that they consider have had an impact on their academic performance and have adversely affected their ability to study. To do this you should contact the Taught Programmes Office Reception and make an appointment to see one of the Senior Administrators for advice and guidance.</p>
<p>SCI (UG)</p>	<p>If you consider that you have experienced circumstances that have affected your ability to complete your coursework on time, a request for an extension to a coursework deadline should be submitted to the relevant School Office (i.e. the School Coursework Coordinator in which the module is being taught). If possible, requests for extensions should be made prior to the coursework deadline date and must be submitted on the relevant coursework extension request form which is available from the relevant School Office...Notes on the type of situations for which extensions are considered are given on the back of the extension forms. A copy of the Science Faculty coursework extension form is given at the end of this book. All such request must be formally approved by the School and approval will be dependent on whether you have sufficient extenuating circumstances. If you have any queries on whether you would qualify for an extension, you should contact your School Office or the SCI Teaching Office in the first instance. If you submit coursework submitted after the deadline, without an approved extension, you can still complete a coursework extension request form, setting out the reason why the work is being submitted late, to apply for a retrospective extension to the coursework deadline. Allowance may be given for</p>

	<p>acceptable extenuating circumstances and in such cases penalties for late submission will not be applied. Please note that late submission due to failure of a personal computer will only be accepted as extenuating circumstances if supported by written confirmation from a recognised computer repair company, detailing the nature and extent of the computer failure. In all cases, you should ensure that you make regular back-up copies of all coursework in progress.</p>
<p>NBS (PGT)</p>	<p>If you consider that you have experienced circumstances that have affected your ability to complete your coursework on time, a request for an extension to a coursework deadline should be submitted to the NBS Teaching Office.</p> <p>Extension will not be granted simply for poor time management, but certified medical illness will be considered. If you seek an extension you should obtain the relevant form for The Teaching Office then:-</p> <ol style="list-style-type: none"> 1. Approach the module organiser for which the coursework is required. Module organisers may grant a short extension (subject to genuine grounds) prior to the deadline. 2. Where longer extensions are required then case must be made to NBS extensions officer, Prof Roland Kaye, before the deadlines with supporting evidence. 3. Retrospective extensions (i.e. after deadline) can only be granted by NBS extensions officer subject to satisfactory evidence. <p>Requests for extensions should be made prior to the coursework deadline date and must be submitted on the relevant form which is available from the NBS Teaching Office. All such requests must be formally approved by the School and approval will be dependent on whether you have sufficient extenuating circumstances. If you have any queries on whether you would qualify for an extension, you should contact the Teaching Office in the first instance. For extensions for modules taught in a School other than your own, you must submit your request for an extension to the relevant Faculty Teaching Office for the School responsible for teaching the module.</p> <p>Coursework submitted after the deadline, without an approved extension, should be accompanied by a brief statement by you, recorded on an appropriate form available from the Teaching Office setting out the reason why the work is being submitted late.</p> <p>There may be medical or other reasons that you consider have affected your academic performance and prevented you from achieving your full potential in any part of assessment for a Course or Module. The Board of Examiners may take account of these factors as extenuating circumstances if they are reported to them in advance of the Board of Examiners meeting. You will be notified of the deadline for reporting any extenuating circumstances that you wish to be taken into consideration by the Board of Examiners by the Teaching Office.</p> <p>You may report any extenuating circumstances affected your performance in writing to your Head of School, or you may give permission for your Adviser, or another member of academic staff to report on your behalf. You should make available any medical or other evidence which will support your extenuating circumstances. All extenuating circumstances reported to the Board of Examiners will be treated as confidential.</p>

Appendix B: Example of coursework extension form

**EXTENSION AND LATE SUBMISSION FORM
FOH UNDERGRADUATE STUDENTS**

Student Name (in full):.....

School Year of Study:

Tel No: Email address:

Module Title: Assignment No

Assignment Title:.....

Date assignment due: Revised date requested:

Are you currently applying for extensions in any other module, if so which?
.....

Have you previously applied for any extension/late submission, if so for which module?
.....

Name of Personal Adviser:

Is your Personal Adviser aware of this application for an extension? YES / NO

Reason for the late submission request

Please give full details on the reverse side of this sheet or on a separate sheet. Supporting evidence must be supplied.

Documentary Evidence Supplied? YES / NO

Student Signature:..... Date:

You will be informed of the decision of the Module Coordinator or Course Director(s) in due course

Office Use Only (Module co-ord to complete):

APPROVED BY: (Module co-ord - signature & print)		
AGREED RESUBMISSION DATE:		
STUDENT INFORMED: YES / NO	DATE :	DETAILS: (e.g by phone, in person, email)