

**Form A - Late submission of
Coursework Policy and Guidelines
For students studying for The Open
University awards 2018-19**

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Each piece of coursework must be submitted by the deadline published in order to gain a mark. However, there may be occasions when you are unable to undertake, complete or hand in a piece of coursework due to circumstances beyond your control. The College has put in place policies for dealing with such extenuating circumstances.

Extenuating circumstances are divided into two types: (1) those which affect a student's ability to submit coursework by the deadline (late submission), and (2) those affecting a student's performance in coursework or exams, or circumstances affecting a student's ability to submit their coursework at all and/or circumstances which cause a student to absent themselves from an exam.

These guidance notes cover extenuating circumstances which affect your ability to submit coursework by the deadline. There are separate policies and guidance on extenuating circumstances concerning performance in coursework or exams, circumstances affecting ability to submit coursework at all and circumstances causing absence from an exam.

A. What is the College's policy on the late submission of coursework?

This policy relates to students studying for Open University awards at South Essex College. The College operates a policy on late submission of coursework: each piece of coursework must be submitted by the deadline published in the programme handbook and on the Higher Education Assessment Tracking database. Work handed in up to 6 working days will be capped at 40%, with 10% deduction from the overall marked score for each working day after the deadline date, capped at 40%. After 6 working days you will not be allowed to submit your work, it will become a non-submission and a mark of 0 will be allocated (see further the Assessment Policy for Open University Awards 2017-18). This policy applies to any re-sit work required by the final exam board which must be submitted by the date given on the Assessment Year Planner.

However, there may be occasions when you are unable to undertake, complete or hand in a piece of coursework due to circumstances beyond your control. The College has put in place policies for dealing with such extenuating circumstances. This guidance note describes the policies which are relevant for those unexpected circumstances which would prevent you from submitting your completed work at a deadline. These notes do not cover longer term problems affecting your performance throughout the year or those concerning exam performance or absence. If you encounter such difficulties please consult the separate policy and guidance notes on Extenuating Circumstances.

B. What is the definition of "extenuating circumstances for late submission of coursework"?

Extenuating circumstances in relation to the late submission of coursework are formally defined as the inability to submit work by the published deadline (or to attend the in-

class presentation) due to circumstances beyond the student's control, of a medical, practical or personal nature which affects the student 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.

If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work to your Department administrator and send Form A Late Submission of Coursework within 10 working days of the deadline date to the Head of Higher Education or email it to HEextcircs@southessex.ac.uk.

For example, if you are ill on the day of the deadline and cannot submit your work, you should submit your work and send Form A Late Submission of Coursework within 10 working days.

However, if you have experienced significant (longer term) extenuating circumstances that prevent you from submitting your work by the deadline or within 6 working days you should complete Form B Extenuating Circumstances for the Board of Examiners to consider at the end of the year, which should clearly explain how your extenuating circumstances affected your ability to submit work.

C. How does the College deal with extenuating circumstances for late submission of coursework?

You make a claim by submitting Form A: Late submission of coursework to a member of the HE Quality Team (further information on this is given below). These forms are considered by an Extenuating Circumstances Panel which meets monthly, membership comprises at least two member of the HE Quality Team. The panel will decide whether the assessed mark is instated or whether the mark will remain capped at 40%. You will be advised of the outcome by email within 28 days of submitting your form; the response will be sent to your College email account.

It is important to note that you use Form A to request instatement of your marks on the basis of extenuating circumstances which *directly prevented you from handing in your work by the deadline.*

Work submitted beyond 6 working days of the deadline will not usually be marked. However, the team can assess the work for formative feedback only (provided model answers have not been released). However, if your extenuating circumstances claim is accepted by the Board and deemed to have affected your ability to submit your work, the Board has the power to instate your formative mark if it concludes that this is the best way to deal with your claim. You should decide whether it is in your best interests to continue to work on the late coursework or whether to submit an extenuating circumstances claim for the non-submission of your work and let the Board of Examiners decide how to handle your claim. Other methods which the Board could employ if you submit extenuating circumstances include:

- a. allowing a reassessment attempt to be treated as a first sit, often for uncapped marks where capping applies;
- b. amending the assessment of a module by changing the weighting of particular units that contribute to the overall course assessment;
- c. discounting particular modules (**except core modules**), or pieces of work from the assessment of the year or the programme of study.

D. How should I plan my work during term-time?

You have a responsibility to manage your own working schedules throughout the term. 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. Fully understanding that will ensure that you should never have any problems with a late submission. 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 your personal tutor or student support services.

E. What circumstances are NOT taken into account?

You should note that extenuating circumstances claims for marks instatement will only be considered in cases where you were unable to hand coursework in or attend coursework presentations due to a circumstance or event that could not reasonably have been anticipated. **See guidance provided in the appendix on unacceptable reasons for extenuating circumstances claims.**

The following are examples of circumstances which are **NOT** considered to be relevant for the instatement of marks due to failure to meet a deadline:

- 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, changing address or employment, religious holidays or festivals which are usually known in advance.
- Study-related circumstances; such as computer failure, printing problems, unavailability of books, photocopying problems, as these problems should be factored into the organisation of your work load. Please note that in cases where there are serious failures of relevant computing resources, the department may schedule a *general* change in the deadline for all students affected.

In cases where there are serious failures of relevant computing resources, the department may request a change in deadline for all students affected.

- General pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule.
- Excessive demands on time or pressure of one's employment (except for full-time employees who are registered for a part-time degree).
- Financial constraints, as these are commonly experienced by students.
- Misreading/confusing the coursework deadline.
- Oversleeping on the day of the deadline.
- Transport problems (e.g. car breaking down or delayed public transport).

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

The message is... don't leave hanging in your work until the last possible day!

F. How do I inform the College?

(i) Coursework

It is your responsibility to inform your tutor/course leader, at the earliest opportunity, of any circumstance or event which may affect your ability to meet a coursework deadline.

If you miss your coursework deadline and believe that you have extenuating circumstances, then you should hand your work into the programme team as soon as possible after the deadline and submit **Form A Late Submission of Coursework** to heextcircs@southessex.ac.uk detailing those circumstances. Late coursework will be accepted up to **six** working days (Monday to Friday, during both term time and vacations) after the relevant deadline. It is at the discretion of the programme team to comment on work submitted later than this for formative feedback only (that is, no formal marks will be awarded).

Students, who have experienced severe extenuating circumstances, leading to their inability to submit their coursework, should treat this as non-submission of coursework and should consult the guidelines for Extenuating Circumstances.

Please note that if you have encountered serious problems during the period when the coursework was undertaken and you believe your ability to perform as you believe you should was affected, you should instead consult the Extenuating Circumstances Guidance notes and complete **Form B Extenuating Circumstance**.

(ii) In-class practical assignment/presentations

If you have been unable attend an in-class assessment, such as a presentation or a practical class, you should inform your tutor as soon as possible. You should then

submit Form A Late Submission of coursework to request that your mark be reinstated if you are given the chance to undertake reassessment. Or complete Form B Extenuating Circumstances to request another opportunity to undertake reassessment. Please seek further advice from your Department.

G. How much information do I need 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 members of the HE Quality Team or the Extenuating Circumstances Panel (ECP) to try to work this out or to seek further information on your behalf. Try to make your submission clear and concise. The HE Quality Team and the ECP are trying to determine whether the circumstances or events have *significantly and legitimately* affected your ability to submit work by the deadline.

H. What documentary evidence do I need to provide?

See guidance provided in the appendix on evidence required for extenuating circumstances claims.

You are required to submit documentary evidence to support claims of a medical or non-medical nature. It is your responsibility to get this evidence as the College will not seek it on your behalf. A Medical Evidence Pro-forma is attached to the form for you to use if, having read the following guidelines and appendix, you believe it is relevant to your claim.

Coursework

You are required to submit documentary evidence to support claims of a medical or non-medical nature. In many cases Boards of Examiners may judge that a short-term or minor illness has not had a significant effect on your overall performance.

If you have been receiving treatment for a serious or long-term medical condition which you believe has seriously affected your work over a prolonged period, you must submit appropriate evidence. You should be able to obtain evidence from your doctor using the Medical Evidence Pro-forma.

The College reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

This will depend on the type of problems that you have experienced.

Circumstances of a medical nature

In the case of circumstances of a medical nature you should use the medical evidence proforma and obtain a signature from your medical practice. 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.

I. 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 academic misconduct and would be dealt with under the Academic Misconduct Procedures. The College reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.

J. Data Protection Act 1998

By submitting an extenuating circumstances form you are agreeing to the College holding this personal data for the purposes of processing your claim. The College will hold this data in accordance with its notification under the Data Protection Act 1998.

K. Equality Act 2010

If you have a disability which is preventing you from meeting published deadlines, please contact a member of the Student Support Services team to discuss this issue in advance of your submission dates.

If you find that you are unable to submit a hard copy of a Late Submission Form, you can submit it electronically to HEextcircs@southessex.ac.uk.

If you have any queries about a claim which has been rejected, please contact your department to request further information. You can also discuss this feedback with staff in Student Support if you believe that your individual needs have not been understood or adequately taken into account.

If you are providing information about your disability on your extenuating circumstances form, please note that this does not count as disclosure to the College 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 Student Services.

L. Extenuating Circumstances Claims

Extenuating circumstances are formally defined as *“circumstances beyond the student’s control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period.”*

It is important to realise that only the most serious extenuating circumstances will have any significant impact on your overall performance, particularly when degree classifications are being considered as these are based on at least 2 years' work. Therefore, the Board of Examiners is unlikely to take any action unless it believes that the extenuating circumstances have had a material effect. A Board of Examiners can only make judgments about the impact of extenuating circumstances in light of evidence of your academic ability demonstrated in non-affected work. If you believe that you have experienced extenuating circumstances that have affected your ability to performance to your usual standard you should read the guidance on Extenuating Circumstances claims.

Related documents

- a. Form A Late Submission of Coursework for students studying for Open University awards at South Essex College.
- b. Form B Extenuating Circumstances for students studying for Open University awards at South Essex College.

Extenuating Circumstances Categories

The following guidance has been produced to help clarify what can be accepted as extenuating circumstances and the evidence required to support a claim. There are three categories, (A, B and C) set out below that should be consulted before completion of an Extenuating Circumstances Form, available from the College website. <http://www.southessex.ac.uk/higher-education/higher-education-policies>

Category A: Acceptable reason for claim

Category A lists reasons that normally will be considered as acceptable reasons for submitting an extenuating circumstances claim and the appropriate evidence required to support the claim.

Category B: Reasons for claim that may be considered

Category B lists reasons that that may be considered as acceptable reasons for extenuating circumstances and the appropriate evidence required to support the claim.

Category C: Unacceptable reasons for claim

Category C lists reasons that would normally be considered as unacceptable reasons for extenuating circumstances.

Reason for EC Claim:	Category A: Acceptable reason	Category A: Evidence required	Category B: Reasons that may be considered	Category B: Evidence required	Category C: Unacceptable reason
Serious Medical Condition	Serious personal injury, medical condition or mental health difficulty preventing attendance or completion of assessment or submission of work	Written evidence from a registered medical practitioner	Serious injury or illness to child, partner or close relative (parent) Serious worsening or acute episode of an ongoing medical condition, mental health difficulty or	Written evidence of impact to claimant from registered medical practitioner	Ongoing medical conditions, disabilities, learning difficulties or mental health conditions, for which the student is already receiving reasonable and appropriate adjustments unless

			disability		there is evidence of this condition worsening or 'flaring up' Minor illnesses or injuries (such as colds, headaches, hay fever)
Bereavement	Death of close relative/significant other (of a nature which, in an employment context, would have led to an absence in accordance with the compassionate leave regulations)	Written evidence from a professional such as Undertaker, Coroner or Registrar OR Death Certificate	Death of close relative (not identified in Category A) or friend	Evidence identified in Category A AND Written evidence of impact to claimant from registered medical practitioner	
Trauma	Victim of serious crime (e.g. assault, sexual assault, mugging) Theft of work/computer equipment/materials required for assessment	Written corroboration of reported crime from Police or other investigating authority Written evidence from registered medical	Family breakdown (such as divorce)	Evidence from Solicitor AND/OR Written evidence of impact to claimant from registered medical practitioner	Minor crime Financial problems or employment difficulties Accommodation problems or house moves General domestic /

	<p>Direct experience of terrorist incident or natural disaster</p> <p>Major fire in residence</p>	<p>practitioner, Police, Fire service or University Department (Estates)</p>			<p>family problems</p> <p>Assessment/Exam stress</p>
Caring Responsibilities			<p>Unexpected caring responsibilities caused by sudden serious illness or worsening of ongoing medical condition to child, partner or close relative</p>	<p>Written evidence from patient's registered medical practitioner AND Written evidence of impact to claimant from registered medical practitioner</p>	<p>Ongoing caring responsibilities</p> <p>Caring responsibilities for minor illnesses, accidents or injuries</p>
Court Attendance	<p>Jury service or attendance at court or tribunal as a witness, defendant or plaintiff</p>	<p>Official correspondence from Court or Tribunal Authority</p>			
Miscellaneous			<p>Serious disruption caused by terrorist incident or natural disaster</p>	<p>Evidence of serious disruption to travel or other plans preventing attendance at or completion of assessment or submission of work AND/OR written</p>	<p>Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment</p>

				evidence of impact to claimant from registered medical practitioner	Visa problems Failure of IT equipment or poor working practises – failure to back up work for example. Minor private or public transport failure, holidays or booked travel arrangements Not realising/remembering dates of deadlines
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