|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY:** | |
| Date Received |  |
| Received By |  |
| Assignment Code |  |

**Late Submission of Coursework Form**

**CONFIDENTIAL**

For students studying for a University of Essex Online Award

This form should be used if you are submitting course work late within 7 days of the published deadline and wish to request the full range of marks to be available to you due to extenuating circumstances. 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 a period of time immediately preceding the time of the deadline. Genuine emergencies and circumstances which could not reasonably have been expected or anticipated 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 event that could not reasonably have been anticipated.

Please provide evidence to support your claim of extenuating circumstances, e.g. certificate GP letter/medical certificate/letter from your employer.

Please return to this form and any evidence to your Student Adviser within 7 calendar days of the published deadline. Your Student Adviser will then re-open the submission portal to allow you to upload your work. The submission portal may only be re-opened for a period of 7 days (including weekends and bank holidays) following the original published deadline. Once the7-day period has passed the portal will close and no further submission will be allowed.

Once your work has been submitted your Late Submission request will be considered by the Extenuating Circumstances Committee and you will be informed of the outcome at the earliest available opportunity.

If you require more information, please refer to the [Late Submission of Coursework Policy](https://www.my-course.co.uk/pluginfile.php/329272/mod_glossary/attachment/12640/24%20-%20Late%20Submission%20of%20Coursework%20Policy.pdf) which is available on the Learning Platform.

|  |  |
| --- | --- |
| Full Name: |  |
| Date: |  |
| Level of Study: | Four/Five/Six/Seven |
| Full Title of Degree programme: |  |
| Full Module Title: |  |
| Original assignment deadline: |  |
| Date assignment submitted: |  |

***For office use only:***

|  |  |
| --- | --- |
| Outcome of request for instatement: | APPROVED/NOT APPROVED |
| Comments: |  |
| Signature of Extenuating Circumstances Committee: |  |
| Date: |  |

You should have contacted your Student Adviser (or another member of the Student Support team in their absence) prior to the deadline to advise of your situation. Please complete the below:

|  |  |
| --- | --- |
| Name of Staff Member contacted: |  |
| Date contacted: |  |
| Please give brief details/outcome of the contact you had: |  |

Please explain why you were unable to meet the original deadline and your reasons for requesting access to the full range of marks. It is important to complete this section in as much detail as possible to enable the Extenuating Circumstances Committee to make an informed decision:

|  |
| --- |
|  |

Please provide evidence in support of your request, e.g. a GP Letter; a medical certificate; letter from your employer. List below any documentation you are submitting with this form:

|  |
| --- |
|  |

I confirm that the information I have given is true, and that I have read and understood the policy and guidelines on [Late Submission of Coursework](https://www.my-course.co.uk/pluginfile.php/329272/mod_glossary/attachment/12640/24%20-%20Late%20Submission%20of%20Coursework%20Policy.pdf).

(False claims: You should note that submitting a false claim could be regarded as an attempt to gain unfair advantage, which would be an academic offence and could be dealt with under the Academic Offences Procedures).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting a Late Submission of Coursework form you are agreeing to us holding this personal data for the purposes of processing your claim. We will hold this data in accordance with its notification under the 1998 Data Protection Act.  We reserve the right to check on the validity of the document(s) you submit by contacting any third party directly.

If this form is not approved, this does not affect your right to submit an [Extenuating Circumstances for Performance Form](https://www.my-course.co.uk/pluginfile.php/329272/mod_glossary/attachment/12648/Extenuating%20Circumstances%20for%20Performance%20Form.docx) for consideration by the Board of Examiners.