

## Deadlines and Requests for Extension/Incomplete Assessment and Good Cause

Relevant extracts from the Code of Assessment – Proposed amendments

### Penalties for late submission of coursework

16.25 Deadlines for the submission of coursework which is to be formally assessed will be published in course documentation, and work which is submitted later than the deadline will be subject to penalty as set out below.

16.26 Where the work in question is a piece of a honours dissertation or other independent work for which, in order to qualify for the honours degree, a minimum grade is prescribed, the a late penalty will be discounted for the purpose of determining whether that prescription has been met.

16.27 Except as modified by ~~§16.27~~ §16.28, the primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

- a) in respect of work submitted not more than five working days after the deadline:
  - i) the work will be assessed in the usual way, and the primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late;
  - ii) where work is submitted after feedback on that work (which may include grades) has already been provided to the student class, grade H will be awarded. Feedback may be provided to the student class less than five working days after the submission deadline in relation to no more than 25% by weight of a course's summative assessment.
- b) grade H will be awarded where work is submitted more than five working days after the deadline.

~~16.27 Penalties for late submission of coursework will not be imposed if good cause is established for the late submission in terms of the definitions and procedures set out in §16.45 - §16.53.~~

### Deferral of deadlines

16.28 ~~Without prejudice to the regulations governing good cause for late submission of coursework set out in §16.45 - §16.53, a~~ candidate who is unable to submit coursework by the published deadline, or who anticipates being unable to so submit, may apply for a deferral of the deadline, or exemption from the penalties set out in §16.267 (a). Any such application will be considered in accordance with the followings~~subject to the following constraints.~~

#### a) Where the actual or anticipated delay in submission is five working days or less:

- i) The application will be submitted to, and considered by, the person (normally the course convener) identified in course documentation as responsible for coursework assessment.<sup>1</sup>
- ii) ~~b)~~ The outcome of the application will be determined at the discretion of the person responsible for coursework assessment who will require to be satisfied that the candidate submitting the application has been prevented by circumstances beyond his/ or her/their control from submitting the relevant work on time.

<sup>1</sup> In cases where students present sensitive personal information which they are reluctant to discuss with more than one or two members of staff, a member of staff should be given responsibility by the Head of School for ensuring that relevant information is passed to appropriate colleagues in order for extensions to be considered.

iii) Deferral of the submission deadline or exemption from a late penalty will be commensurate with the duration of the circumstances causing the late submission.<sup>2</sup>

iv) Where the application is not submitted until after the deadline for submission of the work itself, relief from a late penalty will normally be granted only where the circumstances preventing the candidate from submitting work on time have also prevented application for a deferral of the deadline for submission.

(b) Where the actual or anticipated delay in submission is more than five working days the candidate shall apply for deferral of the submission deadline or exemption from penalties by making a claim in accordance with the procedures set out in §16.45 – §16.53 Incomplete Assessment resulting from Good Cause:

i) The application must be made by submission of a claim to MyCampus and must show that the delay in submission is the consequence of good cause as defined in §16.45(a) and must be supported by evidence as defined in §16.45(b)<sup>3</sup>

ii) The Head of School or Research Institute or nominee<sup>4</sup> shall determine the outcome of such an application in consultation with the relevant Assessment Officer.

iii) In considering such applications:

- the evidence provided by the candidate claiming good cause shall be scrutinised;
- fairness to the individual candidate claiming good cause must be balanced with fairness to other candidates and the integrity of the assessment as a whole;
- it shall be determined whether the requested deferral of submission deadline is justified by good cause.

iv) Where it is determined that the evidence presented supports the candidate's claim that they will be unable to submit coursework in accordance with the published date, deferral of the submission deadline will be granted<sup>5</sup> commensurate with the nature of the relevant circumstances.

v) Where it is determined that the evidence presented does not support the candidate's claim that they will be unable to submit the coursework in accordance with the published deadline, the candidate will be informed<sup>5</sup> that the published deadline will apply and if the candidate fails to submit by the deadline late penalties will be imposed in accordance with §16.27.

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<sup>2</sup> Where in accordance with §16.27(a)(ii) feedback on assessed work is returned less than five working days after the submission deadline, the limit to deferral of a candidate's submission deadline or exemption from late penalty will be the time at which feedback on the work is provided to the class.

<sup>3</sup> In the event that this facility is not available, the candidate should contact the Head of School or their nominee directly.

In cases where students present sensitive personal information which they are reluctant to discuss with more than one or two members of staff, a member of staff should be given responsibility by the Head of School or Research Institute for ensuring that relevant information is passed to appropriate colleagues in order that the student's circumstances may be taken into account.

In addition to submitting a claim to MyCampus the candidate is also advised to alert a member of staff such as their Adviser of Studies/Advising Team or Assessment Officer to the claim in order that it may be considered promptly.

<sup>4</sup> The nominee of the Head of School or Research Institute with responsibility for considering such claims shall be indicated in the programme handbook. Such a nominee will typically be an Honours Convener, Head of Year, Programme Convener, or the holder of another similar senior role.

<sup>5</sup> A candidate wishing to apply for deferral of a submission deadline should submit a claim as soon as they become aware of the relevant circumstances. Where a claim is submitted shortly before the submission deadline it may not be possible for the candidate to be advised of the outcome of the claim before that deadline.

- ~~c) Deferral of the submission deadline, or exemption from a late penalty, will be commensurate with the duration of the circumstances causing the late submission, and will be subject to a limit of three working days.<sup>6</sup>~~
- ~~d) Where the application is not submitted until after the deadline for submission of the work itself, relief from a late penalty will normally be granted only where the circumstances preventing the candidate from submitting work on time have also prevented application for a deferral of the deadline for submission.~~

## **Incomplete Assessment resulting from Good Cause**

### **Scope and definitions**

16.45 For the purposes of §16.46 - §16.53 of these regulations:

- a) 'Good cause' shall mean illness or other adverse personal circumstances affecting a candidate and resulting in either:
- i) the candidate's failure to
    - attend an examination, or
    - submit coursework at or by the due time,<sup>7</sup> or
    - otherwise satisfy the requirements of the scheme of assessment appropriate to [his/her/their](#) programme of studies; or,
  - ii) the candidate's performance in examination or other instrument of assessment being manifestly prejudiced.

Good cause refers to the sudden onset of illness or adverse circumstances affecting the candidate. It is not intended to apply to chronic or persistent illness or to long-term adverse personal circumstances.<sup>8</sup> Where there is a chronic medical condition good cause shall only be established where the candidate's performance in assessment has been compromised by a sudden severe episode of the illness.

- b) 'Evidence' shall mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the candidate for consideration as amounting to good cause. Such a report should include a supporting statement from an appropriate person as indicated by the University's Student Absence Policy.<sup>9</sup> Where the report refers to a medical condition of more than seven days' duration the report must be completed by an appropriate medical practitioner.
- c) The events described in paragraphs (i) and (ii) of paragraph (a) of this regulation shall constitute incomplete assessment.

### **Procedure**

~~16.46 (a) Where an incomplete assessment may be the result of good cause, it shall be the responsibility of the candidate concerned to make the relevant good cause circumstances known to the Head of the School or Research Institute responsible for the~~

~~<sup>6</sup> Where in accordance with §16.26(a)(ii) feedback on assessed work is returned less than three working days after the submission deadline, the limit to deferral of a candidate's submission deadline or exemption from late penalty will be the time at which feedback on the work is provided to the class.~~

~~<sup>7</sup> §16.267 sets out penalties for late submission of coursework; these will not be applied in the event of good cause being demonstrated. In the event of coursework being submitted not more than three five working days late as a result of circumstances beyond the control of the candidate, the candidate may apply for exemption from these penalties -- see a successful application for an extension under §16.28. If a candidate is so permitted to defer submission of coursework, the 'due time' hereafter in these regulations will be the later time permitted.~~

~~<sup>8</sup> A candidate experiencing chronic or persistent illness or long-term adverse personal circumstances is encouraged at an as early a stage as possible to contact appropriate sources of support such as their Adviser of Study/Advising Team and the Disability Service. The Fitness to Study Procedure [LINK] may be used to consider how best to support any such candidate in their studies.~~

~~<sup>9</sup> The Student Absence Policy is available online at [www.gla.ac.uk/media/media\\_129312\\_en.pdf](http://www.gla.ac.uk/media/media_129312_en.pdf)~~

assessment ~~by submitting a claim to MyCampus, which must be and to provide~~ supported by appropriate evidence.<sup>10</sup> ~~The outcome of any claim will be notified to the candidate as soon as reasonably practicable.~~

~~16.487~~ Where incomplete assessment may be the result of good cause, notification later than ~~one week five working days~~ after the examination, or after the date at which submission of the work for assessment was due, shall not be taken into account unless circumstances have prevented the candidate from ~~notifying the Head of School or Research Institute~~ submitting a claim within this time. A candidate may not retract a claim of good cause more than ~~one week five working days~~ after the examination or the date at which submission of work for assessment was due, nor after the date of publication of the results of the assessment, whichever date was earlier.

~~16.4789 a)~~—The primary responsibility for determining ~~such~~ claims of ~~incomplete assessment due to~~ good cause shall lie with the appropriate Board of Examiners. However, ~~in the event of should~~ a meeting of the Board of Examiners not being anticipated until some significant time after the ~~relevant~~ examination or ~~coursework~~ submission date ~~missed by the candidate claiming good cause~~, the Head of School or Research Institute ~~or nominee~~<sup>44</sup> shall determine the outcome of a claim of good cause in consultation with the relevant Assessment Officer. Any such decisions shall be reported to the Board of Examiners at the next available meeting. Although the Board of Examiners may pass comment on such decisions, it may not overturn a decision where this would cause detriment to the candidate.

~~16.48b)~~ In considering claims of good cause:

- ~~ai)~~ the evidence provided by the candidate claiming good cause, and any relevant and available material submitted by ~~him or her~~ them for assessment shall be scrutinised;
- ~~bii)~~ fairness to the individual candidate claiming good cause must be balanced with fairness to other candidates and the integrity of the assessment as a whole;
- ~~iiie)~~ ~~in the event of the candidate having failed to attend an examination or examinations, or having failed to submit course material or other work for assessment at or by the due time,~~ it shall be determined whether the failure to attend ~~an examination~~ or to submit ~~work for assessment~~ has been justified by good cause;
- ~~ivd)~~ in the event of the candidate having ~~already~~ submitted work for assessment by examination or otherwise, it shall be determined whether such work has been manifestly prejudiced by good cause. If such prejudice is established the work affected shall be deemed not to have been submitted, ~~and the procedure in §16.50 followed.~~

## Outcomes

~~16.49 (a)~~ Where it is determined that the evidence presented does not support the candidate's claim that ~~he/she was~~ they were prevented by good cause from attending an examination or submitting work for assessment ~~on or by the due time~~, the assessment or assessments in question shall be treated as non-submissions.

<sup>10</sup> ~~The mechanism for notifying the Head of School or Research Institute is MyCampus.~~ In the event that this facility is not available, the candidate should contact the Head of School or ~~his/her~~ their nominee directly.

In cases where students present sensitive personal information which they are reluctant to discuss with more than one or two members of staff, a member of staff should be given responsibility by the Head of School or Research Institute for ensuring that relevant information is passed to appropriate colleagues in order that ~~their~~ the student's circumstances may be taken into account.

~~Where a student is seeking an extension of more than three working days to a coursework submission date he/she should submit a claim of good cause to MyCampus but is also advised to alert a member of staff such as Advisor of Studies or Assessment Officer to the claim in order that it may be considered promptly.~~

~~<sup>44</sup> The nominee of the Head of School or Research Institute with responsibility for considering such claims shall be indicated in the programme handbook. The Such a nominee may will typically be an Honours Convener, Head of Year, Programme Convener, or the holder of another similar senior role.~~

b) Where it is determined that the evidence presented does not support the candidate's claim that late submission of the coursework was due to good cause, late penalties will be imposed in accordance with §16.27.

c) Where it is determined that the evidence presented does not ~~support the candidate's claim indicate~~ that ~~his/her~~their the candidate's performance in assessment was manifestly prejudiced by good cause, ~~his/her~~their work shall be assessed as though no claim of good cause had been received. The candidate's grade for the course as a whole shall, ~~subject to §16.40 – §16.44~~, be calculated accordingly.

16.50 In the event of incomplete assessment arising from good cause being established the candidate shall, subject to §16.52, normally be expected to complete ~~his/her~~their assessment by attending the examination at a subsequent diet, or submitting outstanding work for assessment, if an opportunity to do so occurs within ~~his/her~~their period of study. In considering whether this requirement should apply, the desirability of the candidate's assessment being conducted in full should be balanced with the practical considerations and financial costs to the candidate and the University of providing a later completion date. Consideration should also be given to the candidate's other assessment commitments to ensure that ~~he/she is~~they are not unreasonably burdened. In order to permit such completion:

a) a special sitting of an examination may be arranged, or the candidate ~~shall~~may be required to attend for examination at a scheduled diet; and/or,

b) a date for completion of non-examination assessment ~~shall~~may be set;

as appropriate in the circumstances. In any such event, that sitting or submission shall be regarded as the candidate's first attempt if the examination or assessment missed would itself have been ~~his/her~~their first attempt.

16.514 If the outstanding work in respect of which good cause is established is identified in regulations as a requirement for the award of a degree this work must be submitted for the candidate to qualify for the award of that degree.

16.522 In respect of work for assessment not excluded by §16.51, where it is determined that the evidence presented supports the candidate's claim that ~~he/she was~~they were prevented by good cause from completing that work on or by the due time, and where no means of substituting an alternative assessment may be found, the following regulations shall apply:

a) The extent to which the candidate's assessment has been completed shall be determined as a percentage, taking into account the relative weights attributed to the components of a complete assessment as published in the relevant assessment scheme approved by the Senate. The extent of such completion at sub-honours levels and on taught postgraduate programmes shall be determined on a course by course basis; at honours, the extent of completion of assessment shall be determined across the whole honours assessment.

b) The Board of Examiners shall make an overall judgement of the candidate's work submitted for assessment, using as far as possible the standards and criteria applied in respect of the work of other candidates.

c) Where the candidate has completed 75% or more of the work required for assessment, the Board of Examiners shall recommend an award or other outcome on the basis of the work completed.

d) In respect of honours assessment,

i) where the candidate has completed at least 30% but less than 75% of the work required for assessment, an unclassified honours degree may be recommended if the completed portion is of honours standard, or, if the completed portion is not of honours standard, no award shall be made and the candidate will be regarded as not having been presented for assessment in the senior honours year;

- ii) for the purposes of the award of an unclassified honours degree the requirement for the achievement of a D3 or above in a ~~piece of dissertation or other~~ independent work worth at least 20 credits shall not constitute a requirement for the award of the degree in terms of §16.51;
  - iii) where the candidate has completed less than 30% of the work required for assessment ~~he/she/they~~ will be regarded as not having been presented for honours assessment;
  - iv) in respect of courses where good cause is established in relation to no more than 25% of the assessment, a course grade shall be returned on the basis of the completed assessment; in respect of courses where good cause is established in relation to more than 25% of the assessment, the course grade shall be returned as MV; notwithstanding the return of an MV course grade, all components of assessment unaffected by good cause shall be included in the determination of the candidate's award in accordance with §16.52(c).
- e) In respect of sub-honours and taught postgraduate assessment, where the candidate has completed less than 75% of the work required for assessment ~~he/she/they~~ will be regarded as not having taken the course.

16.53 Where the Board of Examiners decides to recommend an unclassified honours degree or to make no award under §16.52(d)(i), this outcome shall be communicated to the Clerk of Senate together with a reasoned case for the decision. If the candidate has been recommended for the award of an unclassified honours degree, and has not previously refused such an offer, the Clerk of Senate shall invite ~~him or her/them~~ to accept that award. In the event of the award being declined, the candidate shall be regarded as not having been presented for assessment in the senior honours year and, subject to the requirement to comply with the maximum duration of study prescribed for the degree, shall be eligible to repeat the full senior honours year.