Extenuating Lateness and Extenuating Circumstances

Extenuating Lateness only relates to situations in which work is likely to be submitted later than the published deadline but within 28 days. Extenuating Circumstances relates to situations whereby you have either: A) submitted work on time – but believe that exceptional life events have significantly impacted upon your ability to produce work to your normal standard. or B) you have extenuating circumstances which will delay your ability to submit work beyond 28 days from the deadline.

Coursework Deadline and Late Submission of Coursework Policy

This policy applies to all programmes in SHHS with the exception of students registered on BSc Health Studies where the standard University of Essex procedures will apply. These guidelines clarify the policy applying to all other SHHS courses and they supersede the Sections B and C of the standard policy. The Late Submission form specifically for students from the School of Health and Human Sciences should be used.

All coursework submitted after the published deadline will receive a mark of zero. The mark of zero shall stand unless the student submits satisfactory evidence of extenuating circumstances that indicate that the student was unable to submit the work prior to the deadline.

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 a Late Submission of Coursework Form to SHHS within 7 days (including weekends and/or bank holidays) of the deadline date. You can request a late submission of up to 28 days (including weekends and/or bank holidays) after the published submission date but you must be aware that you will be required to provide evidence to support any late submission. Your Late Submission of Coursework Form will then be considered by the School's Late Submissions Committee. Forms will not be accepted by email. One hard, signed copy must be submitted to the SHHS reception either at Colchester or Southend. Please ensure you use the correct form for SHHS students

Examples:

You have an essay due in on 27th January 2015. You are aware that you have a minor operation scheduled for 20th January 2015 and you have been advised to rest for 2 weeks post operatively. Due to other commitments you think it unlikely that you could complete this essay in advance of your surgery so you request a 2 week extension to the deadline supported by a letter from your GP (proposed submission date 10th February 2015). The Late Submissions Committee meet on 24th February and support your request so your mark is instated.

You have an essay due in on 27th January 2015. You move house on 25th January 2015 and do not submit your essay on time. On the 30th January 2015 you request a 1 week extension to the deadline supported by paperwork evidencing your move. You actually submit the essay on 2nd February. The Late Submissions Committee meet on 24th February and reject your request. The committee felt that you were clearly aware of your move date,
it was not an unexpected event and you should have been able to plan accordingly. You receive a mark of zero for your work and have to resubmit for a capped mark.

Extenuating Circumstances Policy

This outlines the policy and procedures on Extenuating Circumstances applying to all students in the School of Health and Human Sciences, except those on BSc Health Studies, where the standard University of Essex procedures will apply. If you are on one of these courses please follow the standard guidelines. For all other SHHS students the guidelines below apply and they supersede section B and the instructions and deadline for submission of forms as outlined of the standard policy and procedures. The Extenuating Circumstances form specifically for students from the School of Health and Human Sciences should be used.

If you have experienced significant long term extenuating circumstances that prevent you from submitting your work either by the deadline or within twenty-eight days of the deadline, you should submit an Extenuating Circumstances Form to the next scheduled Extenuating Circumstances Committee, which should clearly explain how your extenuating circumstances affected your ability to submit your work or to sit a scheduled exam. Forms be submitted either mail or hard signed copies to the SHHS reception either at Colchester or Southend.

Extenuating circumstances forms should be submitted within 7 days of the published assignment deadline or examination date. Forms submitted after work has been marked and returned will not normally be accepted unless there is a clear reason why the extenuating circumstances form could not have been submitted on time. Please ensure you use the correct form for SHHS students

Late Submission Committee

- The School will organise, as a minimum, 4 meetings of the Late Submission Committee a year. Any claim submitted on a Late Submission of Coursework Form will be considered at the next available meeting.

- The Committee will decide whether the claim is upheld and whether your mark can be instated.

- The School will advise you of the outcome.

Extenuating Circumstances Committee

- The School will organise as a minimum 4 meetings of the Extenuating Circumstances Committee a year. Any claim submitted on an Extenuating Circumstances Form will be considered at the next available meeting.

- The Extenuating Circumstances Committee only has the power to make a recommendation to the Examination Board. All decisions are confirmed or rejected the Board.

- If the Committee recommends that a student is permitted a second attempt this decision is dependent on ratification at the relevant Examination Board.
Consideration at Examination Boards

- All extenuating circumstances, together with the recommendation of the Extenuating Circumstances Committee, must be reported to, or considered by an Examination Board. Extenuating Circumstances claims will normally be considered at the next Examination Board scheduled for their course. The scheduled Board is defined as the Board where work would normally have been considered for any particular course or module.

- If the decision may result in a student having to withdraw from a programme the circumstances will be submitted to the next available designated Examination Board rather than waiting for the scheduled Board. There will be four designated Examination Boards per year that will consider extenuating circumstances in this situation. These are:
  - June Postgraduate CPD and Modular Board
  - September pre-registration Masters Board
  - November Postgraduate CPD and Modular Board
  - Early Spring MSc Nursing Board

- Only an Examination Board will have the right to grant an additional attempt at a resit (ie a third or subsequent attempt) or to uncap a mark capped because it was a second attempt.

- If a student has failed an assignment twice, they will be able to continue to attend the University while awaiting the outcome of an Examination Board. However, they will not be permitted to go on placement until they have redeemed the fail.

- It may be necessary to convene a “Virtual Examination Board” at other times where it is deemed that a decision is required before the next scheduled or designated Board or where the decision of a previous Board was that a Virtual Examination Board would be held.

- In all cases, the relevant External Examiners will be involved in decisions concerning extenuating circumstances claims, either because they are present at the Board, have reviewed the claims and submitted comments or are available by phone for the Board.

- If you require feedback on the way in which the Board of Examiners has handled your extenuating circumstances claim, you can contact Registry after the results have been released. However, please be aware that the exam board period is a particular busy time of year so there may be a delay in your receiving feedback.”
In the School of Health and Human Sciences there are submission deadlines for extenuating circumstances forms throughout the year because as stated above they are linked to published assignment deadlines or examination dates. In the situation where because of the timing of the submission of and extenuating circumstances form there is no meeting of the Extenuating Circumstances Committee between the submission and the Examination Board, then the form will be submitted directly to the Examination Board for consideration.

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