

UNIVERSITY OF ESSEX

Late Submission of Coursework Policy

Introduction

1. There is a single policy across the University for the late submission of coursework for both undergraduate and postgraduate taught programmes of study. These procedures apply to all students on taught programmes of study.

Procedure

2. All coursework submitted after the published deadline, with the exception of postgraduate taught dissertations or equivalent, 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 by the deadline.
3. A student who wishes to submit a late submission request must do so within the following time period (including weekends and/or bank holidays) after the original published assessment deadline:
 - i. Take-home exams (24-72 hours' duration) – 24 hours
 - ii. All other coursework – seven calendar days
4. The late submission request should be made by submitting an Extenuating Circumstances Form. The late submission request will be considered by the relevant departmental Extenuating Circumstances Committee. For information on the operation of Extenuating Circumstances Committees please see the Extenuating Circumstances Policy.
5. No extensions will be granted in advance. Students are advised to familiarise themselves with the policy and arrangements for late submission of work.
6. Assessments submitted beyond 24 hours/seven days of the deadline may be marked for formative feedback only (provided model answers have not been released), but will receive a formal mark of zero.
7. A student who has experienced significant, longer term extenuating circumstances that prevented them from submitting the work at all, or within 24 hours/seven days of the deadline, should submit an Extenuating Circumstances Form which will be initially considered by the next available Extenuating Circumstances Committee.

Absence from in-class tests, practical assignments and presentations

7. Where it is deemed impossible to accommodate a late submission request due to the nature of the assessment, this information must be clearly published in advance by departments (e.g. in the module outline or departmental handbook). In such cases, a student who is unable to undertake the assessment by the deadline due to extenuating circumstances should submit an Extenuating Circumstances Form which will be initially considered by the Extenuating Circumstances Committee.

Postgraduate Taught Dissertations

8. Postgraduate taught dissertations or equivalent are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an informal extension of up to four weeks from the Department/School. Students can also request a longer extension from the relevant Deputy Dean (Education) to submit their dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline.

Approved by Senate September 2020