

ADVICE SERVICE

Extenuating Circumstances and Late Submissions

An extenuating circumstance (EC) is an unexpected, exceptional event outside of a student's control that occurred during or shortly before the assessment, which are likely to negatively impact the student's ability to complete and where appropriate submit an assessment.

Extenuating Circumstances and Late Submissions

Examples of extenuating circumstances

- » Injury or illness (not minor)
- » Ongoing condition or disability that has worsened
- » Death or significant illness of a close family member or friend
- » Significant personal or family crises leading to stress
- » Witnessing or experiencing a traumatic incident
- » Victim/impact of a crime
- » Accommodation crisis such as eviction or the home becoming inhabitable
- » Religious observance

Not examples of extenuating circumstances

- » Minor illness
- » Routine medical appointments
- » Ongoing medical conditions where there is no change in your condition
- » Low level exam anxiety
- » Moving house (within your control)
- » Holidays
- » Weddings
- » Change of employment (within your control)
- » Getting assessment information wrong
- » Submitting the wrong draft or document
- » Not knowing how to submit an assessment
- » Technical issues (e.g. devices breaking, work being lost or corrupted, no access to device etc.)

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EC1

Short extension

A self-certified 7-day extension that can be applied to individual assignments, portfolios and dissertation/major projects.

Can only be requested in the final 48 hours before an assessment deadline, not considered before that.

No independent evidence or explanation needs to be given at this stage.

Apply for this through the 'Assessments' tab in your 'Student Record' on MyGlos.

EC2

Extenuating Circumstance Extension

- » An extension of the initial 7-day (EC1) extension which are a maximum of 20 days, inclusive of any EC1s or DA1s already applied.
- » Can be applied to any individual assignment but cannot be applied to group work.
- » Independent third-party evidence will be required to support any EC2 extension.

EC3

Longer term Exceptional Circumstances

- » Only in exceptional circumstances, must be discussed with Student Centres, the Welfare Team or your Module Tutor.
- » Can be applied to all assessment types.
- » Must be supported by Independent third-party evidence submitted within 4 weeks of the claim being submitted.
- » EC3s are made to the Extenuating Circumstances Review Panel.

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Additional ECs

DA1

If you're registered with the University's Disability, Dyslexia and Learning Support (DDLS) service, you're entitled to a seven-day reasonable adjustment on your assessments. This can be accessed through Student Records under the 'Extension Requests' page.

Additional ECs

WA3

The University's Wellbeing Team can support students to access this if they are experiencing serious health and wellbeing issues.

What happens if I submit my work late?

Late submission of coursework (including reassessment) without documented and approved extenuating circumstances or after the end of an EC is penalised in accordance with the following criteria:

- » Up to 24 hours late – 10-point deduction on the percentage mark being applied to the original mark, until or unless the percentage mark reaches the published pass mark.

	Original Mark	Penalty	Final Marks
Example 1	68	-10	68-10=58
Example 2	47	-10	47-10=37 (cap at 40)

- » Between 24 hours and seven days late – maximum mark of 40% (or published module pass mark)
- » More than seven days late – mark of 0% and recorded as a non-submission