

Occasionally something happens and it might not be possible to submit your coursework and assessments by the published deadlines. The University does not allow deadline extension requests (other than for the submission of a Masters dissertation), however, you may be able to submit the work up to 7 days late under the University's [Late Submission policy](#).

The University has a single policy on [late submission of coursework/assessments](#) for all Undergraduate and Taught Postgraduate students. If work is submitted after the published deadline, then it will not be marked, and your transcript will show a mark of zero for that piece of work. In some circumstances, an Exam Board may offer you a reassessment attempt in line with the Rules of Assessment. Reassessment attempts are usually for a maximum 'capped pass mark'.

If you have had extenuating circumstances outside of your control that have meant you have missed the deadline, you can submit the work alongside a [late submission form](#), up to 7 days after the original deadline. If your reasons for Late Submission are accepted, your work will be marked as normal. If your reasons for Late Submission are not accepted, then the mark of zero would apply.

When a Late Submission claim is received, it will be considered by your departments Extenuating Circumstances Committee. These committees meet at least once a term and consider all Extenuating Circumstance and Late Submission claim forms. They will decide whether the reason for late submission can be accepted and whether the work can be marked. You should not wait for the result of the late submission form before submitting your work as it is unlikely to be decided before the 7-day deadline.

IMPORTANT THINGS TO KNOW ABOUT LATE SUBMISSIONS

- Your late submission claim will not be processed before the deadline - this means you will not find out whether your work will be marked before you submit it.
- You have 7 days (including weekends and national holidays) to submit the work after the original deadline. This means if your original deadline is 10am on a Monday, you have until 10am the following Monday to submit the work via FASER. You should also submit your online Late Submission claim form within this 7-day period.
- If your late submission claim is not accepted, your work will not be marked. If you fail a module because of this mark of zero, the Exam Board may consider offering a reassessment attempt for a capped pass mark. The

Exam Boards do not usually meet until the end of the academic year so you will not find out about any reassessment options during the year.

- The Late Submissions form is the same form as the Extenuating Circumstances form. You can submit your claim under Late Submission grounds only, or if you feel the quality of your work has also been impacted you can request the claim is also considered as an **Extenuating Circumstance**.
- You cannot submit a Late Submission form until after the deadline for submission has passed.

Commented [LS1]: Link to SU Advice Guidance on ECs

DO I NEED TO PROVIDE EVIDENCE?

It is advisable to include evidence wherever this is available. The type of evidence you should submit will depend on the type of problems that you have experienced. Whilst documentary evidence is not always required, nor possible to obtain, the Extenuating Circumstances Committee reserves the right to reject cases where evidence is not provided.

The University has provided some guidance about what types of evidence they would expect on their [webpages](#).

WHAT TYPE OF CIRCUMSTANCES WON'T BE ACCEPTED?

The following are examples of circumstances which are NOT considered to be acceptable:

- Minor ailments and illnesses on the day of coursework submission, such as colds, coughs, sprains, headache)
- Personal disruptions or events which could have been anticipated, such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance
- Study-related circumstances, such as computer failure, printing problems, unavailability of books, photocopying problems, as these problems should be factored into the organisation of your workload (in cases where there are serious failures of relevant computing resources, the department may schedule a general change in the deadline for all students affected)
- General pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule
- Excessive demands on time or pressure of employment which could have been anticipated
- Financial constraints, as these are commonly experienced by students
- Misreading/confusing the coursework deadline
- Oversleeping on the day of the deadline

- Transport problems, such as car breaking down or delayed public transport

It is not possible, to list all the potential circumstances that a student may encounter which would be accepted but the list above should give you an indication of the types of circumstance that are not accepted by the Committee.

HOW CAN SU ADVICE HELP ME?

SU Advice can discuss and offer guidance on the Late Submission policy and assist you through the process of submitting a claim. We cannot write forms for students, but we are happy to discuss what should be included with any student.

If you would like to get support from us with your circumstances, you can download one of our [Client Information forms](#), fill it in and send it over to us at suadvice@essex.ac.uk. We can then book you in for an appointment with one of our advisers. You may wish to attach any relevant documents if you are booking an appointment via email, or to bring them with you to the appointment.