



## Student guidance

### Submitting a Delayed Assessment Permit (DAP) on Portico

This guide covers:

- [Key considerations before using a DAP](#)
- [How to submit a DAP on Portico](#)

#### Key considerations before using a DAP

The Delayed Assessment Scheme entitles all taught students to three Delayed Assessment Permits per Academic Year. The permits grant you pre-determined flexibility on eligible assessments. The scheme, unlike ECs, grants an automatic extension without you needing to wait for approval, however, the mitigation provided will be decided in advance by UCL. If you use all three of your DAPs, flexibility for future assessments can only be granted using the Extenuating Circumstances (EC) procedure. ECs have strict grounds for eligibility and evidence requirements.

**For emergencies that are significantly disruptive, sudden, unexpected and beyond your control you should [submit an Extenuating Circumstances claim](#) regardless of whether you have DAPs remaining.**

You should read the [Delayed Assessment Scheme regulations](#) before submitting a DAP on Portico and ensure you want to use a DAP for this assessment. The regulations cover the mitigations that you are entitled to, limitations, deadlines and key questions to consider before you submit a DAP.

Remember, you must submit your DAP before the assessment deadline, or exam start time. DAPs cannot be submitted more than 2 weeks before the affected assessment deadline.

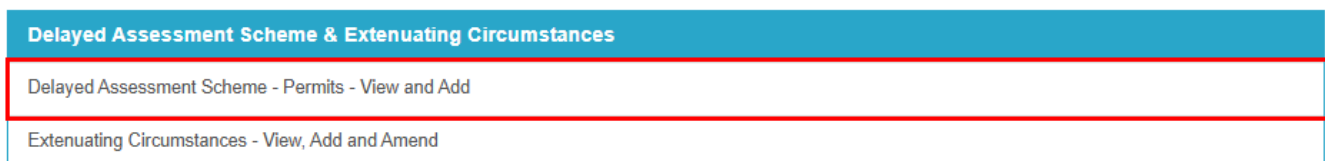
If you have a SoRA but also wish to use a DAP, you should submit your DAP before the standard assessment deadline, not your SoRA deadline. You can still use your SoRA extension in addition to the new DAP deadline. For example if the original deadline for an assessment is October 14 and your SoRA deadline is October 21, then if you submit a DAP before 14 October, your new DAP deadline will be 21 October. Your SoRA will be additional extension on your new DAP deadline.

Be aware that once you submit your DAP, the relevant mitigation will be automatically applied. **You will not be able to withdraw or cancel this.**

#### How to submit a Delayed Assessment Permit (DAP) on Portico

1. Log in to [Portico](#) and click on the **MyStudies** tab in the navigation bar.

- Click **Delayed Assessment Scheme - Permits – View and Add** within the Delayed Assessment Scheme & Extenuating Circumstances section.

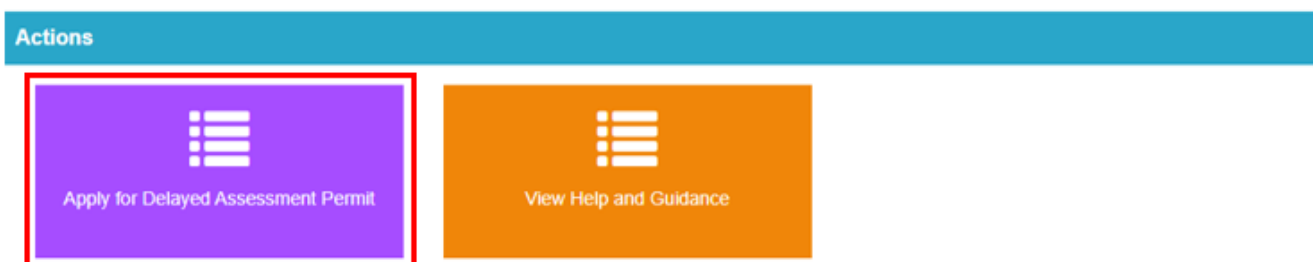


- You will see your Delayed Assessment Permit homepage.

In the **My Delayed Assessment Permit history** section, you will be able to see all permits that you have drafted but not yet submitted and permits that you have submitted. Please note, you cannot delete a Permit once you have submitted it.



- Click **Apply for Delayed Assessment Permit** in the **Actions** section.



- Review the introduction and guidance page to ensure that you understand the impact of using a DAP and are happy to proceed. If so, tick the confirmation checkbox and then click **Next**.
- The modules which you can use a DAP for will be listed. Click **Select Module** for the relevant module.
- Your assessments will be listed and the assessments eligible for a DAP for will have a **Select Assessment** button. Click **Select Assessment** for the relevant assessment.

Choose affected Assessment					
Module	Assessment Name	Component Weighting	Standard Deadline	Mitigation	Action
ELEC0008	Scenario W	15%	11/Sep/2024	Extension of 5 working days	<a href="#">Select Assessment</a>
ELEC0008	Scenario X	15%	11/Sep/2024	Extension of 5 working days	<a href="#">Select Assessment</a>
ELEC0008	Scenario Y	15%	20/Aug/2024	Extension of 5 working days	Unable to select this assessment The deadline for this assessment has already passed

- You will be prompted to select a reason for using the DAP. The reason that you select will not affect you or the use of your DAP but will help to inform UCL of how we can

better support students in the future and will help us to signpost any relevant support to you.

Select a reason from the drop-down list and then click **Next**.

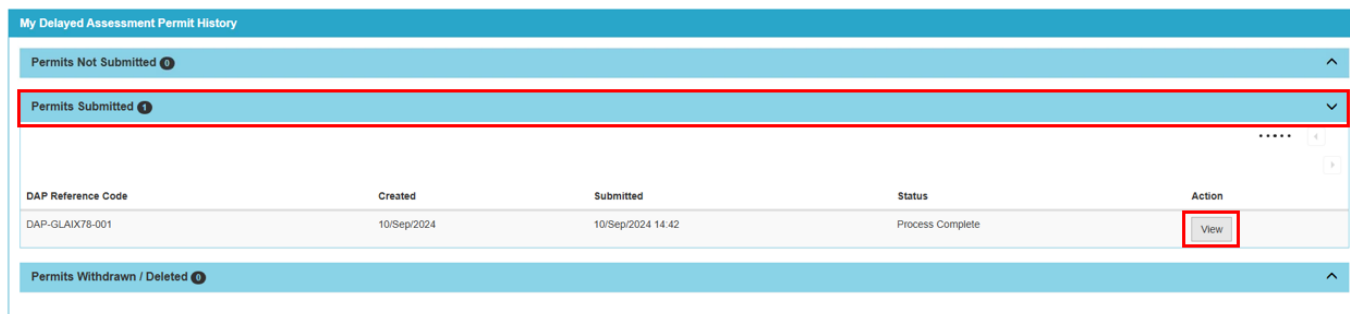
9. You will now see the **Confirm DAP submission** screen.

Check that you have selected the right module and assessment and that you understand what the mitigation will be and any impact that it will have.

Click **Submit to proceed** and then review the information provided in the pop-up window and click **Submit DAP** to proceed.

You will now be returned to your Delayed Assessment Permit homepage. Your submitted permit will show in the Permits Submitted section and the statement in the actions section will be updated to reflect the DAP that you have used and the number of DAPs you have remaining this Academic Year. You will also receive an email confirming that you have used a DAP.

10. You can view the new deadline date for extensions in the Delayed Assessment Permit section of your Delayed Assessment Permit homepage: click on the **Permits Submitted bar** and then click **View** for the relevant permit.



The screenshot displays a user interface titled "My Delayed Assessment Permit History". It features three expandable sections: "Permits Not Submitted", "Permits Submitted", and "Permits Withdrawn / Deleted". The "Permits Submitted" section is currently expanded and contains a table with the following data:

DAP Reference Code	Created	Submitted	Status	Action
DAP-GLAIX76-001	10/Sep/2024	10/Sep/2024 14:42	Process Complete	<a href="#">View</a>

For deferrals, your Department will contact you to confirm your new assessment date.