

# UCL IOE Policy and Procedures for Requests of Additional Time for Submission of Assessment (Deferral of Examination (Assessment) and Extension to final Coursework Submission Dates)

University College London Institute of Education (UCL IOE) recognises that from time to time unforeseen circumstances beyond the student's control may impact on her or his ability to be formally assessed in a module or modules that (s)he has studied. A student may therefore be able to apply for additional time to enable her/him to complete the necessary work.

## Definitions

A deferral is defined as the postponement of examination (assessment) from the upcoming Final Examination Board meeting to the next available Board meeting. For the majority of programmes, a Final Examination Board meeting takes place once a year so a deferral of examination (assessment) would normally, but not always, be for one calendar year.

An extension is defined as the provision of additional time, measured in days or weeks, to enable a student to complete and submit work for examination at the upcoming Final Examination Board.

## Principles

1. Students are expected to submit assignments and dissertations/reports by the deadlines notified to them by their tutors and set out in programme handbooks. Students are therefore encouraged to meet with their Programme/Subject/Pathway Leader or Personal Tutor early in their period of study in order to agree a pattern of study which suits working patterns/commitments or personal/home responsibilities.
2. Students do not have an automatic right to have their requests to defer an examination or to extend a submission deadline granted. Such requests will only be considered in exceptional circumstances. If a student is experiencing problems during her/his programme of study, s/he should seek advice from their Programme/Subject/Pathway Leader or Personal Tutor as soon as possible.
3. The additional length of time permitted for submission will depend on the nature of the circumstances put forward when an application is made.
4. If the request allows for the submission of coursework or reports/dissertations to be marked in time for the upcoming Final

Examination Board, it will be considered an extension and must be approved as follows:

- Up to a maximum of two weeks - by the Programme Leader.
  - Two to four weeks - by appropriate Head of Academic Department or Dean of the Doctoral School with a recommendation from the Programme Leader
  - Over four weeks - by the Pro-Director Teaching, Quality and Learning Innovation on the recommendation of the relevant Head of Academic Department or Dean of the Doctoral School. Extensions in excess of eight weeks will only be granted in exceptional circumstances.
5. If the request does not allow for the submission of coursework or report/dissertation to be marked in time for the upcoming Final Examination Board, it will be considered a deferral and must be approved by the Pro-Director: Teaching, Quality and Learning Innovation following receipt of a recommendation of support from the appropriate Head of Academic Department or Dean of the Doctoral School.
  6. Requests for an additional length of time for submission will be considered on an individual basis and will only be approved if the Academic Department/Doctoral School believes that the student has a good reason for making the request and provides appropriate independent evidence.

### Procedures for applications for Extension/Deferral

1. A student wishing to apply for additional time for submission must complete the appropriate form (available from the Programme Administrator) and submit it to the Programme/Subject/Pathway Leader **at least two weeks** before the submission date. Clear reasons, including supporting documentary evidence such as a medical certificate, must be provided. The student must specify the date by which they would prefer to submit their work. Any information given which is of a personal nature will be treated as strictly confidential.
2. The Programme/Subject/Pathway Leader will check the form and sign it if the application is supported. If the request is for no more than two weeks there is no need for further approval. However, a request for more than two weeks up to a maximum of four weeks, must be passed to the Appropriate Head of Academic Department or Dean of the Doctoral School for approval and signature. Applications of more than four weeks must be forwarded for consideration to the Pro-Director: Teaching, Quality and Learning Innovation with a recommendation from the relevant Head of Academic Department or Dean of the Doctoral School.
3. Students will be informed in writing (which may take the form of an e-mail) by the Programme Administrator about the outcome of an application at

least one week before the submission deadline. If approved, a revised deadline will be specified.

4. If a request is not approved, students will have to submit their coursework by the original deadline. If the coursework is not submitted, the student will be deemed to have failed the assignment. In such circumstances, the student will have one further opportunity to submit their work for assessment.
5. If approval is granted but a student fails to meet the new agreed deadline for submission, that student will be deemed to have failed the assignment.
6. Students granted more than two weeks additional time for submission may be refused permission to study a further taught module until the work has been submitted.
7. Only one request for additional time per submission of any one piece of coursework will be granted.