

# Student Guide to UEL Automatic Assessment Extensions

## Introduction

We recognise that unplanned events, including ill health, may occur during your time at the University of East London (UEL), which could impact your ability to study and complete assessments. This guide is a quick overview of what you need to do and when, as well as the evidence you need to provide.

### What are extenuating circumstances?

It is important to note that periods of stress and anxiety are normal. For example, when deadlines are looming. An 'extenuating circumstance' is an event that has had a negative impact on your ability to study or complete your assessment. It is something which you could not have foreseen and which you have no control over. The University defines extenuating circumstances as:

- unforeseeable - in that you could have no prior knowledge of the event concerned.
- unpreventable - in that you could do nothing reasonably in your power to prevent such an event.
- expected to have a serious impact.

There are two routes open to you. The first is an **automatic assessment extension** for an assessed piece of work for short-term impact (explained in more detail below). The second is **extenuation**, to cover more extensive ongoing impact (separate handout).

### What do you need to read?

As well as reading this quick guide, make sure that you read your course handbook and the University's Extensions Policy: <https://www.uel.ac.uk/sites/default/files/11216.pdf>

### Why it is important to let us know about any extenuating circumstances as early as possible?

It's important to let us know about any issues you are experiencing as soon as possible so that we can help you find the right support. You may reduce the options available to you if you delay telling us. The longer you leave it the less options there are!

### Who should you talk to?

If you feel that circumstances are affecting your ability to attend lessons and complete your assessments, you should talk to your academic advisor, course leader or the SERT team. Also read the guidance on the Students' Union website ([www.uelunion.org](http://www.uelunion.org)), who are independent of the University. The advice provides the options available. All these routes will be able to offer advice on how you can best manage your situation.

### What are automatic assessment extensions?

In your student academic year, you have two opportunities to request an automatic assessment extension for a piece of course work (a maximum of one per term). This applies to all modes of study. If more than one piece of work has been affected, you are advised to submit an extenuation. There may be exemptions for automatic assessment extensions, and these will be confirmed by the school, course or module leader when the assessment is set.

These automatic assessment extensions are primarily suitable for written assignments. Assignments not eligible for an automatic assessment extension include: presentations, performance, lab work, practicals, clinical work or mathematical assignments, where students may gain unfair access to questions or answers. If you are uncertain if your assignment is eligible for an automatic assessment extension, please seek advice from your module leader.

### What if an automatic assessment extension isn't sufficient to enable completion of the work?

It is important that you use your two requests for automatic assessment extensions wisely. If after using one of your automatic assessment extensions you feel that you are still unable to engage with the assessment, you are eligible to apply for extenuation. It is important to note that if you do not request

an automatic assessment extension and you submit late but within 24 hours, you will lose 5 per cent of your mark. If you submit after 24 hours with no notification, you will be awarded a zero.

How do I submit a request for an automatic assessment extension or an extenuation?

There is a separate form for an ‘automatic assessment extension’ and a separate form for ‘extenuation’. Once you have decided which process best suits your circumstance, complete one form as per the instructions below.

If you need help completing the form, talk to your student education and experience officer (SEEO) in your school or someone in The Hub. Please also discuss your applications with your academic advisor who will be able to support you in managing your response to the events that have led you to need additional time.

Request for automatic assessment extension

In your student academic year, you have two opportunities to request an automatic assessment extension for a piece of course work (a maximum of one per term). To activate an automatic assessment extension:

- You need to complete the online form **before the specified assignment date and time deadline.**
- Once submitted, you do not need to wait for it to be authorised, but need to submit your work within seven calendar days (this is seven continuous days). If it includes a Monday Bank Holiday, it is eight calendar days.
- If your submission is on the last Thursday of the term, you will need to submit your assessment on the first day when the university opens.
- If you have already used your two automatic assessment extensions, you will need to submit an extenuation for any further assessments that you are unable to submit on time.
- A timetable of assessment deadlines, request for extension and new submissions are listed in the table below.

Assessment deadline	New submission of assessment	New submission assessment after a Monday BH
Monday	Following Monday	Following Tuesday
Tuesday	Following Tuesday	Following Wednesday
Wednesday	Following Wednesday	Following Thursday
Thursday	Following Thursday	Following Friday
Friday	Following Friday	Following Monday

**To complete the automatic seven calendar day extension form, go to:**

<https://uelac.sharepoint.com/sites/studentssupport/SitePages/Seven-Day-Extensions.aspx>

When you complete the form, you will need to provide the following information: Course; Module code; Module leader name; Assessment title; Submission deadline date and Reason for use of automatic assessment extension. As you have signed into Track My Future, your name and student ID will automatically be filtered into the form.

Please note:

- An automatic assessment extension should not be used as a last-minute attempt to engage with an assessment. You should engage with your academics and discuss any issues or challenges you are facing.
- You should not submit an automatic assessment extension to alleviate conflicting assessment deadlines, especially if it has been created due to another assessment having an extension granted. You are expected to manage your own workload.
- When you submit your work having used an automatic assessment extension, you need to use the submission mode stated on the assessment brief. Please check with your module leader if you are unclear where to submit.