Deadline Extensions and Deferral of Assessment Policy

Registry Services

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1. Introduction

1.1 The University understands that students may sometimes experience circumstances outside of their control which may impact on their ability to take an assessment at its scheduled time.

1.2 This policy explains the university's approach to considering deadline extensions and assessment deferrals due to extenuating circumstances experienced by students.

1.3 This policy should be read in conjunction with the associated procedures and guidance for extenuating circumstances, extensions and deferral of assessment, as well as the University's academic regulations.

2. Scope

2.1 The aim of this policy and its associated procedures is to guide students in submitting extenuating circumstances claims for deadline extensions and deferrals and to guide decision-making within the university with respect to their consideration.

2.2 This policy applies to all students studying a taught academic award at DMU Leicester, DMU London, and DMU Dubai. This policy also applies to students studying a DMU taught academic award with one of the university's UK or Transnational Education (TNE) collaborative partners, unless specific alternative arrangements have been agreed between DMU and the collaborative partner.

2.3 This policy and its associated procedures are designed for use by:

- Students applying for a deadline extension or deferred assessment opportunity due to extenuating circumstances.
- Staff involved in considering and processing applications for deadline extensions and deferred assessment opportunities due to extenuating circumstances.

3. Glossary

3.1 **Assessment** – the way that students' learning and understanding is tested and the way in which the University is assured that students have met the module learning outcomes.

3.2 **Coursework** – assessments that have a specified submission deadline, such as essays, reports, projects, and portfolios.

3.3 **Time constrained assessment** – assessments that take place during a set timeframe, such as timetabled exams, presentations, OSCEs (Objective, Structured, Clinical Examinations), and lab tests.

3.4 **Extenuating circumstances** – genuine circumstances beyond a student's control or ability to foresee that seriously impair their assessed work.

3.5 **Extension** – the allowance of additional time to submit an assessment (up to five working days late) due to extenuating circumstances, without incurring late submission penalties.

3.6 **Deferral** – the postponement of an assessment to the next scheduled assessment date (normally during the next reassessment period or when the module next runs) due to extenuating circumstances, without it having an effect on a student's reassessment opportunities.

4. Responsibilities

Academic Board

4.1 The Academic Board is responsible for approving the Deadline Extensions and Deferrals Policy.

Education Committee

4.2 The University's Education Committee is responsible for overseeing the implementation of the University's Deadline Extensions and Deferral of Assessment Policy and the outputs of its associated procedures.

Faculties and Branch Campuses

4.3 Faculties and branch campuses are responsible for the application of the Deadline Extensions and Deferral of Assessment Policy and its associated procedures for its students (including collaborative partner students).

Student Casework Services

4.4 The University's Student Casework Services team are responsible for the development and maintenance of the Deadline Extensions and Deferral of Assessment Policy and for considering student appeals against outcomes of deadline extension and deferral of assessment requests.

5. General principles/Policy statements

General principles

5.1 Students may request an extension to a coursework deadline or request a deferral for an assessment where extenuating circumstances have adversely affected their ability to submit coursework by the published deadline or attend a scheduled time constrained assessment.

5.2 Applications for extensions or deferrals should normally be accompanied by relevant supporting evidence and must be submitted in accordance with published procedures and deadlines.

5.3 Applications for extensions or deferrals may be used to cover one or more assessments which are due to be submitted or taken in the same assessment period.

5.4 Applications for extensions or deferrals will be treated confidentially in compliance with relevant data protection legislation. Confidential information will be shared as necessary with relevant staff involved in considering extenuating circumstances applications and may be shared with relevant University support services, such as the University's Disability Support and Wellbeing teams.

5.5 If a student is experiencing significant and long-term adverse personal circumstances, it may be appropriate to consider a complete break from studies – a leave of absence.

Unauthorised late submissions of coursework

5.6 Unauthorised late submission of coursework (i.e. late submission without an approved extension or deferral) for students' first attempt at the assessment is permitted up to 24 hours past the deadline for submission.

5.7 Unauthorised late submissions submitted up to 24 hours past the deadline for submission will be capped at the pass mark (normally 40 per cent for undergraduate modules and 50 per cent postgraduate modules). If an assessment is submitted more than 24 hours late, the work will receive a mark of zero per cent.

5.8 Unauthorised late submissions are not permitted for coursework reassessments, pass/fail assessments, or scheduled time constrained assessments.

Extensions to deadlines

5.9 Extensions can only be requested for assessments considered as coursework. They do not apply to time constrained assessments.

5.10 Requests for an extension to a coursework deadline should be made no later than 24 hours before the date and time that the work is due to be submitted. Any request received less than 24 hours before the date and time that the work is due to be submitted will not normally be considered.

5.11 Where requests for extensions relate to a group project, an extension will normally only be given to those group members who apply. In instances where only one group member applies, it should be considered on a case-by-case basis and should determine if the remaining group members can continue with their work. If the whole group require an extension, all affected students should apply.

5.12 Extensions to deadlines can only be granted up to a maximum of five working days.

5.13 If a student requires an extension of longer than five working days, an application for a deferral will need to be made.

Deferrals of assessments

5.14 A deferral permits a student to take an assessment at a later date than scheduled, normally during the next reassessment period or when the module next runs.

5.15 Deferrals can be requested for both coursework and time constrained assessments.

5.16 Requests for a deferred assessment opportunity should normally be made no later than 10 working days following the date and time of the original assessment deadline, or extension deadline if applicable. Any requests received after this time will not normally be considered. Students are encouraged to submit a request in advance of the assessment where possible.

5.17 Once ratified results have been released, students cannot request a deferral of assessment. At this point students can only raise extenuating circumstances requests through the Academic Appeals Policy and Procedure.

5.18 If an application for deferral is not approved and the student has not submitted by the original assessment deadline (or within an authorised extension or unauthorised late submission period), the assessment with be marked as a non-submission.

5.19 If an application for deferral is not approved but the student has submitted by the original assessment deadline (or within an authorised extension or unauthorised late submission period), the assessment will be marked (with any late submission penalties applied accordingly).

5.20 Where requests for deferrals relate to a group project, a deferral will normally only be given to those group members who apply. In instances where only one group member applies, it should be considered on a case-by-case basis and should determine if the

remaining group members can continue with their work. If the whole group require a deferral, all affected students should apply.

5.21 It should be noted that deferring an assessment may impact students' ability to proceed within or between levels of study and may affect eligibility for student funding, accommodation and (where relevant) immigration status. Students should seek advice from the relevant University services and teams when applying for a deferral.

Reasons for an extenuating circumstances application

5.22 The following are examples of extenuating circumstances as considered by the University:

- Serious accident or injury.
- Illness.

5.23 Serious illness or death of someone close to the student.

- Mental health and/or disability related difficulties.
- Serious incident (for example; crime, sexual/domestic violence)
- Jury service.
- Pregnancy related conditions.
- Financial Issues.
- Carer responsibilities.

5.24 Other reasons seriously impacting the student's studies.

5.25 Circumstances such as the following would not be acceptable:

- Minor illness (such as a cold), unless the symptoms are particularly severe.
- Circumstances arising from:
  - Paid employment[1].
  - Voluntary activities that the student has chosen to engage with.
  - Negligence or carelessness, for example failure by the student to get up on time or failure to attend at the right time or location for an examination.

[1] Whilst circumstances arising from paid employment are not accepted as extenuating, circumstances arising from significant financial hardship may be accepted as extenuating.

- Circumstances which could have been avoided by good planning, for example DMUglobal trips, holiday or travel arrangements, including allowance for delays and cancellations.

5.26 The lists above are examples of circumstances in relation to requests for extensions and deferrals, but they do not represent an exhaustive definition of such circumstances.

6. Evidence

6.1 It is the student's responsibility to obtain and submit the evidence required for the extenuating circumstances application.

6.2 Students must provide time relevant evidence of extenuating circumstances relating directly to a stated assessment or assessments and provide this with the relevant extension or deferral request within published deadlines.

6.3 It is recognised that the standard of the evidence produced will often be beyond the direct control of the student, and decisions will be made on the balance of probabilities, taking into account all the evidence at hand. All evidence must be submitted in English and any translation costs would need to be covered in full by the student.

6.4 Evidence that could be provided to support an extenuating circumstances request may include, but is not limited to:

- A doctor's letter, fit note or hospital appointment letter
- A statement from a professional, such as a social worker, faith leader or lawyer
- Independent evidence either providing evidence of the situation or the impact on the student
- For short-term illness, up to 5 working days, self-certification is acceptable. After which the student is required to provide supporting evidence. Self-certification requests will be monitored to ensure that the risk of misuse is minimised.

6.5 The University reserves the right to contact third parties for the purposes of verifying supporting documentary evidence. However, it is not the University's responsibility to contact third parties to seek the initial evidence supporting the extenuating circumstances application. Where possible, we will seek to do this without sharing personal data of the student.

6.6 If it is not possible to include the relevant evidence at the time of an extenuating circumstances application being made, the application should still be submitted by the stated deadline with a note to say that supporting evidence will follow. Students will normally have 10 working days to provide this evidence. In any event, any supporting

evidence must be submitted before ratified results are published in order for the evidence to be considered or this will need to be raised through an academic appeal.

6.7 Students who submit false or fraudulent documentation for extenuating circumstances will be subject to the University's disciplinary procedures.

6.8 In exceptional circumstances, if a student is unable to submit coursework or attend an assessment, self-certification may be considered and accepted to support an application for extension or deferral if they are unable provide any other form of timely evidence.

6.9 If a student has a reasonable adjustment, and the extenuating circumstances relate to this, there will not be a requirement to provide evidence to support the application.

7. Right of appeal

7.1 Students may appeal against the outcome of a deadline extension or deferral of assessment request.

7.2 The grounds on which a student can appeal against a decision related to a request for an extension or deferral on the ground of extenuating circumstances are limited to the following:

7.3 That there is new and relevant evidence which the student was demonstrably and for the most exceptional reason unable to provide at the point the original request was submitted

7.4 That the Panel did not comply with its own procedures as set out in the Deadline Extensions and Deferral of Assessment Policy

7.5 Students must normally appeal within 10 working days of the date of the outcome of the deadline extension or deferral of assessment request.

7.6 Further detail of the appeals process is available in the Deadline Extensions and Deferral of Assessment Procedure.

8. Monitoring and review

8.1 This policy and its application will be monitored by the University's Education Committee and Student Casework Services team. A full review of the policy will take place every three years with policy revisions considered and approved by the University's Academic Board.

9. Equality, Diversity and Inclusion

9.1 The University recognises that our diverse student body may face different challenges, which may impact on their ability to take an assessment at its scheduled time. This policy is designed to be supportive and ensure parity of opportunity for all students in line with relevant legislation and good practice.

10. Sustainability

10.1 There are no policy-specific sustainability considerations or implications to note.

11. Related policies and standards/documentation

Equality Act

Office of the Independent Adjudicator Good Practice Framework: Handling Complaints and academic appeals

Academic regulations for undergraduate programmes

Academic regulations for postgraduate programmes

Deadline extension information and guidelines

Deferral of assessment information and guidelines

Leave of absence and student withdrawal information and guidelines

12. Appendix: List of Associated Procedures

12.1 This policy is implemented via the following associated procedures:

- Deadlines Extensions and Deferral of Assessment Procedure

13. Document and version control information:

Version control information heading	Details
Policy number	TBC
Owner	Head of Student Casework
Author	Student Casework Services
Approved by	Academic Board
Date of approval of this version	01/09/2026
Next review date	Not to exceed 3 years after approval date
Version number	001
Applicable statutory, legal, or national best practice requirements	Equality Act Office of the Independent Adjudicator Good Practice Framework: Handling Complaints and academic appeals
Equality impact assessment completion date	27/01/2026
Data protection impact assessment completion date	Not required
Coverage	DMU Leicester, DMU London, DMU Dubai, and collaborative partners