**LATE SUBMISSION OF COURSEWORK FORM (Extenuating Circumstances)**

**APPLICATION FORM FOR INSTATEMENT OF ASSIGNMENT MARK**

This form should be completed by students who have not met an assignment deadline, submitted the work late and want their marks instated by their departmental Late Submissions Committee. This should be submitted to your departmental office. You should note that submitting this form does not mean that marks for the assignment will be automatically instated. For further information on the process, see the Late Submission Policy guidelines at: <http://www2.essex.ac.uk/academic/students/ug/crswk_pol.htm>

You are encouraged to submit incomplete work if you cannot satisfactorily complete your assignment by the deadline, so that in the event that your appeal to the Late Submission Committee is unsuccessful, you will still have some marks for consideration at the Examination Board.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | DepartmentalDate and Time Stamp |
| Registration Number: |  | |
| Year of Study: |  | |
| Programme of Study: |  | |
| Module Code: |  | |
| Module Title: |  | |
| Coursework Number and Title |  | |
| Coursework Deadline/ Date of Coursework Test: |  | |
| Date and Time Coursework submitted on OCS | Date: | Time: |
| Does this item of coursework count for 100% of the course? | YES/NO | |  |
| Class Teacher |  | |  |

**(1)** **What is the nature of your claim?** *Please give your reasons for late submission and state why you think your mark should be instated.*

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1. **List below any documentation submitted in support of your request:** The Late Submissions Committee reserves the right to reject cases where evidence is not provided.

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1. **If you have spoken to a member of staff or a support service about your situation please fill in the details below. Although we do not routinely contact staff, we may need to contact them for further information.**

|  |  |
| --- | --- |
| **Name of Staff member or Service:** |  |
| **Date contacted:** |  |
| **Please give brief details:** |  |

1. **You should note that submitting a false claim or fraudulent documentation is a serious matter and is an academic offence, which will be dealt with under the Academic Offences Procedures.  The University reserves the right to check on the validity of the document(s) you submit by contacting the third party directly.**

**By submitting a late submission of coursework form you are agreeing to the University holding this personal data for the purposes of processing your claim.  The University will hold this data in accordance with its notification under the 1998 Data Protection Act.  The University reserves the right to check on the validity of the document(s) you submit by contacting any third party directly.**

**SIGNED: DATED:**

*Students should sign and return the completed form, with supporting documentation, if appropriate, to the department which delivers the module to which this claim pertains.*

***For office use only:***

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| **Outcome of request for instatement:** | **APPROVED/NOT APPROVED** |
| **Comments:** |  |
| **Signature of Chair of Late Submissions Committee:** |  |
| **Date:** |  |
| **Copied to:** |  |

**Non-approval of the request for instatement of marks does not affect a student’s right to submit an Extenuating Circumstances Form for consideration by the Board of Examiners.**

**Student’s receipt for application for instatement of marks for late coursework**

**(Students should complete the table below for your department to verify and provide you with a receipt for your submission)**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | DepartmentalDate and Time Stamp |
| Registration Number: |  | |
| Year of Study: |  | |
| Programme of Study: |  | |
| Module Code: |  | |
| Module Title: |  | |
| Coursework Number and Title |  | |
| Coursework Deadline/ Date of Coursework Test: |  | |
| Date and Time Coursework submitted: | Date: | Time: |
| Does this item of coursework count for 100% of the course? | YES/NO | |  |