



Worried about missing a deadline?

Extensions & Mitigating Circumstances.

**University of
Northampton**

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**Understanding
your options when
circumstances
may prevent you
from meeting an
assessment deadline.**

Missing a deadline.

From time to time due to unforeseen circumstances, you may find that there are assessment deadlines that you are unable to meet.

If you find yourself in this situation, understanding what academic tools are available to you and how and when to use them will help you to manage your studies. There are three main tools available.



Your academic tool kit.

Late Submissions.

Late Submissions mean you can submit assessments late, but your grade will be capped to a bare pass. This option is available at the original deadline only.

Extensions.

Extensions are available through your Module Leader if you have unforeseen circumstances that prevent you from meeting an assessment deadline. The maximum extension period is two weeks. They are available at the original deadline only.

Mitigating Circumstances.

Mitigating Circumstances are similar to Extensions, but they are when unforeseen circumstances have more of a long term effect and you would need longer than a two week extension to complete an assessment. They are approved by Academic Advisers.

Understanding your tool kit.

Each tool in your kit will have a set of rules and regulations attached to it. Having an understanding of how each tool works will enable you to have a clear view of which tool will best suit your needs.

Late submissions

There is an option for you to submit your work late, within one week of the original deadline, however you will be given a maximum grade of a bare pass which is:

- D- for Undergraduates
- C- for Postgraduates

If you hand in the work more than one week after the original deadline then it will not be marked and you will be given a G grade.

Late submissions are not permitted at the resit or second opportunity. If work is submitted at either of these stages, past the specific deadline, you will be awarded a G grade.

Extensions

If you experience unforeseen circumstances that may prevent you submitting work at the original deadline then you can contact your Module Leader and request an extension.

The maximum extension period is two weeks. The Module Leader will decide on whether to grant the extension and the length of the extension.

The Module Leader's contact details can be found on the module NILE page. Extensions are not permitted at the resit or third opportunity.

If an extension of up to two weeks is not sufficient, then you may need to apply for Mitigating Circumstances.

Mitigating Circumstances

When unforeseen circumstances have a long term effect on your ability to submit your work, you have an option to apply for Mitigating Circumstances.

The application form can be found on the Student Hub or you can [contact the Student Information Desk to request a form here.](#)

To apply, you need to submit your application as close to the assignment deadline as possible, normally two weeks before or two weeks after the original deadline. Applications should not be submitted too far in advance of the deadline.

In exceptional circumstances applications will be accepted after the deadline but must be submitted as soon as possible, and the reason for the delay must be included.



What counts as unforeseen circumstances

Both our Extensions & Mitigating Circumstances tools have been designed to support you in making sure you reach your full potential.

They are there to help you manage your studies if you are experiencing genuine difficulties or unforeseen circumstances. These are usually circumstances that are out of your control and significantly disruptive to your studies.

The list below will give you an overview of what the University considers unforeseen circumstances. This list is not exhaustive and individual circumstances will be taken into consideration.

- Major family crisis
- Illness or injury
- Jury service
- Bereavement
- Severe disruption of your personal life
- Issues related to COVID-19 or National Lockdown

Unfortunately the following reasons are not acceptable as unforeseen circumstances:

- Planned holidays
- Misreading exam timetables or misunderstanding assessment requirements
- Voluntary participation in an event

If you are still unsure whether you may have unforeseen circumstances, then contact a Student Support Officer, who will be able to help.

Evidence and supporting statements.

In addition to your application, you must supply evidence that supports your Mitigating Circumstances request.

The evidence that you supply must be relevant and timely to the application. This could be one or more of the following:

- Doctors/hospital letter
- Court letter/crime reference number
- Statement in support of your application from an academic member of staff, Mental Health Advisor, Counsellor, ASSIST or external professional support.
- Self-certification. Self-certification can only be used on a maximum of two occasions (two application forms) in any academic year. Any further applications would need evidence to support them. You can only self certify for a 7 day period. If your unforeseen circumstances last longer than this then you will need to provide evidence/ supporting statement.

Applications without evidence, a supporting statement or relevant self-certification cannot be considered.

If you need help completing the form you can speak to any of the following people:

- Your Personal Tutor
- Student Support and Advice Team
- Students' Union Student Advice Coordinator.
- If you are working with a Mental Health Adviser then they will also be able to help you.

Once your application is complete, please submit it to academicadvisers@northampton.ac.uk along with electronic copies of your evidence

Your application will then be reviewed by an Academic Adviser. They will decide on the outcome of your application.





After you've submitted your application.

You will be sent a letter by email informing you of the outcome. You should hear within two weeks but this could take longer for complex applications or at certain times of the year.

Your letter will list the decision that has been made for each item of assessment that you applied to defer. It will also contain guidance on where to find information about the next opportunity to attempt the assessment. If you have any questions about this please contact the Module Tutor.

Possible application outcomes.

Where there is evidence of valid mitigating circumstances at the first or second submission point, the University will aim to allow students a further opportunity to submit their work.

Approved applications.

Approved (First submission point)

This will defer submission of your assessment to the second opportunity deadline, at which point the work will be given a grade that represents its true worth (i.e. uncapped).

Approved (Resit or second submission point)

This will defer submission of your assessment to a 'third opportunity' point.

If you had mitigating circumstances approved at both the first and second submission points then any work submitted at the third opportunity will be given a grade that represents its true worth (i.e. uncapped).

If you failed, or failed to submit at first submission point and then have mitigating circumstances upheld at the resit submission point then any work submitted at the third opportunity will be marked and given a maximum grade of a bare pass (i.e. capped).

Approved (Third opportunity)

If you were entitled to submit at the third opportunity then this becomes your final submission point.

If a Mitigating Circumstances application is approved at the third opportunity deadline, it is recognition of extenuating circumstances at that time, but there is no further opportunity to resubmit the assessment.

Declined applications.

Declined (First submission point)

You will be awarded a G grade for non-submission and may be offered an opportunity to re-sit the assessment at the second opportunity deadline, at which point any work submitted will be marked and capped at a bare pass.

Declined (Second submission point)

You will be awarded a G grade for non-submission.

If you had mitigating circumstances upheld at the first submission point then you will be entitled to a third opportunity, at which point any work submitted will be marked and capped at a bare pass.

If you failed, or failed to submit and did not have mitigating circumstances upheld at the first submission point then there is no further opportunity to resubmit the assessment.

Declined (Third opportunity)

You will be awarded a G grade for non-submission. There is no further opportunity to resubmit the assessment.

** If your application is approved but you decide to submit the work then it will be assumed that you were fit to do so and your work will be given its true grade - you will be deemed 'fit to sit'. The issues that you listed in your mitigating circumstances form cannot then be considered when marking the work.

Accumulated failure.

When all assessment opportunities on a module/s have been exhausted and a certain amount of failure is exceeded this will result in termination of study.

If you have been eligible to submit work on only one occasion, and the module is failed overall, the module must be repeated in full. However, in this circumstance such failures will not be counted in the overall accumulated failure count and the module registration will not count towards the number opportunities you have to repeat a module.

If you have been eligible to submit work on two occasions but the module is still failed overall, the failure will be treated in the same way as any other student's module failure, meaning that the module must be repeated in full and the failure will be counted in the overall accumulated failure count and the module registration will count towards the number opportunities you have to repeat a module.

Further Support.

Facing unforeseen issues can be difficult. If you feel that you need further support, then there are a number of services available at the University that you can access.

Student Support & Advice Team

The Student Support & Advice Team provide initial and ongoing support to enable you to make the best of your studies with us. You can contact either the Student Support Officers or Academic Advisers.

studentsupportofficers@northampton.ac.uk

academicadvisers@northampton.ac.uk

Counselling & Mental Health Team

The Counselling and Mental Health Team offers students access to support through Counsellors and Mental Health Advisors.

counsellors@northampton.ac.uk

mha@northampton.ac.uk

Financial Guidance Team

The Financial Guidance Team offers information and guidance on financial matters.

money@northampton.ac.uk

Your check lists.

Extensions check list.

Find out Module Leader contact details on NILE.

Send the Module Leader a request in writing for an extension, outlining clearly the reason(s) for the request.

Make a note of your new deadline (If approved).

Mitigating Circumstances check list.

[Download the Mitigating Circumstances form from the Student Hub](#) or pick up a hard copy from the Student Information desk.

Read through the application guidance notes thoroughly.

Speak to your Personal Tutor, the Student Support and Advice Team or the Students' Union Student Advice Coordinator for help completing the form.

Submit your application form & evidence within two weeks before or two weeks after the original deadline to academicadvisers@northampton.ac.uk

Check your emails for the outcome of your Mitigating Circumstances application.

If your application is approved, look on the Module NILE site for details of the resit and the deadline.