**Tavistock and Portman NHS Foundation Trust**

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

**APPLICATION FORM FOR INSTATEMENT OF ASSIGNMENT MARK**

**This form is ONLY for use by Postgraduate and Graduate Certificate/Diploma students enrolled on a University of Essex-validated programme.**

This form should be completed by students who have not met an assignment deadline and wish to submit the work late (**but within 28 days of the published deadline)** and have their marks instated by the Trust Late Submissions Committee. This should be submitted to Academic Quality (academicquality@tavi-port.nhs.uk). **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 Academic Procedure for Assessment and Marking section 6.9.

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.

This form must be submitted within 7 calendar days of the coursework deadline. Each form allows two separate pieces of work to be considered (providing that the same reason for lateness is being claimed).

**ALL SECTIONS MUST BE COMPLETED**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Student number:** |  |
| **Course title:** |  |
| **Year of Study:** |  |
| **Module Title (please use a separate form for each module):** |  |
| **Module Code:** |  |
| **Coursework Description:** E.g.essay, portfolio, care-study, skills sheet. |  |
| **Coursework Deadline:** |  |
| **NB This form may only be used for work submitted within 28 days of the course work deadline. After this time, extenuating circumstances forms must be used.** | |
| **EITHER - Date coursework actually submitted:** |  |
| **OR - Date you propose to submit course work:** |  |

**Please complete your claim overleaf:**

***FOR OFFICE USE ONLY:***

|  |  |  |
| --- | --- | --- |
| **Date received by AQ:** |  | |
| **Outcome of request for instatement:** | **APPROVED** | **NOT APPROVED** |
| **Comments:** |  | |
| **Signature of Chair of Late Submissions Committee:** |  | |
| **Date:** |  | |
| **Copied to:** |  |  |

**ALL SECTIONS SHOULD BE COMPLETED**

**(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. You are advised to save copies of any evidence that you submit, in case you need to refer to, or re-use, them in the future.

|  |
| --- |
| *(Please do not state that “xxx is available if needed” - If you list documentary evidence to support this claim you ARE required to submit it.)* |

1. **If you have spoken to a member of the Course Team or a Trust 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:** | *(If no-one state no-one)* |
| **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 Tavistock and Portman NHS Foundation Trust 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 Tavistock and Portman NHS Foundation Trust holding this personal data for the purposes of processing your claim.  The Trust will hold this data in accordance with its notification under the 1998 Data Protection Act.**

**SIGNED: DATED:**

*Students should sign and return the completed form, with supporting documentation, if appropriate, to the Academic Quality Unit (*[*AcademicQuality@Tavi-Port.nhs.uk*](mailto:AcademicQuality@Tavi-Port.nhs.uk) *or place in an envelope marked ‘confidential – FAO AGQAU’ and leave with the DET reception.*

**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.**