## Appendix B:

Late Submission Notification Form

**(only for use by students who cannot access MyAccount)**

Part A: Personal Details

|  |  |
| --- | --- |
| **Student ID\*** |  |
| **First Name(s)** |  |
| **Surname** |  |
| **LSBU Email** |  |
| **Telephone Number** |  |
| **Course Name** |  |
| **School and Division** |  |
| **DATE CLAIM SUBMITTED** |  |

**\*Please note that we are unable to process claims which do not include a valid LSBU student ID number**

Part B: Assessment Details

Please list the assignments for which you wish to make a claim under this procedure (you must specify the precise modules and assessments to which your claim relates). If you are claiming for more than three assessments, please duplicate the table, below, or submit another form.

|  |  |
| --- | --- |
| Module Title |  |
| Assessment Name (e.g. Lab Report 1) |  |
| Assessment Type | Coursework / Exam |
| Assessment Deadline |  |

|  |  |
| --- | --- |
| Module Title |  |
| Assessment Name (e.g. Lab Report 1) |  |
| Assessment Type | Coursework / Exam |
| Assessment Deadline |  |

|  |  |
| --- | --- |
| Module Title |  |
| Assessment Name (e.g. Lab Report 1) |  |
| Assessment Type | Coursework / Exam |
| Assessment Deadline |  |

**If you are requesting an uncapped late submission as part of your DDS support arrangements, please skip Part C in this form, then complete the Declaration in Part D and submit the form.**

**If you are notifying the University that you will be submitting a piece of work late, but do not have extenuating circumstances or DDS support arrangements, then complete Part C and the Declaration in Part E and submit the form.**

Part C Late Submission Notification (Coursework Only)

Please note that you are only able to notify the University of a late submission before a deadline has passed, and you may only submit notifications for a maximum of two assessments in any 28-day rolling period (inclusive of any Extenuating Circumstances made in the same period). If you submit a claim after a deadline has passed, or have exceeded the maximum number of permitted claims, then any late submitted work will be capped at a pass mark. If you claim is supported, your assessment mark will be reduced by 5% for every whole or partial working day that you submit past the deadline, up to a maximum of 5 working days.

**Please explain in the space provided below the reason you are unable to submit your work by the advertised deadline:**

|  |
| --- |
|  |

Part D: Declaration

I declare that:

☐ **The information I have given on this form and in the attached documents is true**

☐ **By ticking here you are confirming that all the above details are correct and you wish to submit the claim outlined in this document for consideration by the University**

For correspondence regarding this form, please email: extenuating-circumstances@lsbu.ac.uk

**Data Protection Statement**

Personal data collected on this form will only be used for the purpose of administering the Extenuating Circumstances Procedure or to identify support or services relevant to you. For further information see the Extenuating Circumstances Procedure and the Applicants and Students Privacy Notice: <https://www.lsbu.ac.uk/__data/assets/pdf_file/0007/127915/applicants-students-privacy-notice.pdf>