



Extensions and Late Submissions Policy



Scope: All taught programmes leading to an award of City St George's, University of London.

Senate Regulations:

[Senate Regulation 19 Assessment](#)

Summary: This policy sets out the general principles relating to the consideration of applications for extensions to assessment deadlines and the approach to penalties for late submission of work.

Date approved/re-approved:

July 2025

Minor updates December 2025

Date for review:

To be reviewed by the end of 2027/28 academic year, with allowance for minor updates, as required.

Effective from:

2025/26

To be read in conjunction with:

[Assessment and Feedback Policy](#)

[Extenuating Circumstances Policy](#)

Equality and Diversity Statement

City St Georges, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Extensions and Late Submission Policy

Contents

A Introduction and Definitions	2
B Student Support.....	3
C Professionally Accredited Programmes	3
D Principles.....	4
D Extensions.....	4
Applying for an Extension.....	5
E Late Submissions	6
Application of the Late Submission Policy (all campuses)	6
Application of the Late Submission Policy (Tooting campus).....	7
Appendix A – Exemptions to Extensions and Late Submissions Policy.....	8

A Introduction and Definitions

1. This policy sets out the general principles relating to the consideration of applications for extensions to assessment deadlines and the approach to penalties for late submission of work.
2. City St George's believes that our students' approach to their studies is an important factor in developing professional practice and preparing for future careers. You are expected to manage your learning efficiently and complete a range of assessments to demonstrate your knowledge. You are reminded that it is your responsibility to ensure you are aware of all coursework deadlines, examination and other test dates.
3. To help you prioritise tasks and plan ahead, submission procedures, deadlines and the defined learning outcomes will be published by Schools with sufficient advance notice. Programme Teams will ensure that assessment workload is balanced across the academic year to avoid a 'bunching' of submission deadlines. Assessment methods will be diversified across the programme in recognition that different students perform better in some types of assessment than others. Notwithstanding this, it is recognised that during your studies, you may experience minor or major adverse circumstances which can affect your ability to complete your work on time.
4. **Definition of extension** - a light-touch, facilitative mechanism to support you with submitting your coursework by providing extra time to submit a written assignment or coursework and where a short-term deadline extension would be appropriate.
5. **Definition of late submission** - any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed via this Policy or where a student support plan and/or reasonable adjustment is in place.
6. **Definition of extenuating circumstances (ECs)** – extenuating circumstance are for when you cannot take an examination or submit an assessment by the time of the

deadline. By applying for an EC, you apply for a deferment of the assessment to the next available assessment period (normally, that would be the resit period).

B Student Support

7. If you are experiencing difficulties which are affecting your performance in assessment or preventing you from taking an assessment, you should speak with your Personal Tutor or [Student Support Services](#) as soon as possible. The University has a range of procedures in place to support you, including:
 - a. Significant, short-term, unforeseen adverse circumstances are covered by the [Extenuating Circumstances Policy](#). Policy includes further information on what grounds an extenuating circumstance may be accepted, and what evidence is required.
 - b. Long-term, chronic conditions and disabilities are covered by the [Reasonable Adjustments, Support for Study](#), and/or [Interruption of Studies and Withdrawal Policies](#).
 - c. Short-term medical, personal and work-related circumstances are covered by the Extensions and Late Submissions Policy.
 - d. In addition, students may already have a reasonable adjustment or student support plan in place. This may already detail an approved approach to extensions or late submissions, and thus the provisions in this Policy may not apply.
8. The University is determined to support you during these events and ensure that you are not unfairly disadvantaged by circumstances outside your control which have demonstrable negative impact on your performance. However, failure to meet an assessment deadline without prior agreement will trigger a penalty.

C Professionally Accredited Programmes

9. The requirements of Professional, Regulatory and Statutory Bodies (PSRBs) can take precedence over the requirements of this Policy. Therefore, accredited programmes which cannot comply with this Policy due to PSRB rules or must demonstrate, for example, professionalism related to time keeping as part of the accreditation agreement are permitted to apply a zero tolerance approach and issue a penalty of zero marks for a non-authorised late submission. You retain the right to apply for an extenuating circumstance, where this is applicable to your programme.
10. The Educational Implementation Group (EIG) should review all instances where a programme cannot comply with this Policy and make decisions. Decisions should be reviewed where PSRB rules are updated.
11. In all cases, your School will make it clear within programme documentation how extensions, late submissions and extenuating circumstances relate to your programme of study.

D Principles

12. The principles of this policy are to:

- i. ensure consistent, fair and transparent practice across the University in respect of time allowed to complete coursework.
- ii. establish a culture of responsibility seeking to encourage you to take charge of your educational experience
- iii. stress the importance of strict adherence to deadlines
- iv. support you in the development of efficient time management skills and the ability to reconcile University work with external commitments or the unforeseen
- v. support you where your ability to meet deadlines for submission of coursework or to complete coursework to the required standard is affected by minor medical, personal or work-related circumstances
- vi. safeguard the fairness of the assessment and to avoid creating an unfair advantage
- vii. promote good practice in the higher education sector through responding to the student voice
- viii. support City St George's approach to promoting positive student mental health
- ix. provide clear, unambiguous guidance for staff and students

D Extensions

13. All undergraduate and postgraduate taught students can request an extension to an assessment deadline provided that your programme and/or assessment type are not exempt from the policy (Appendix A).

14. You can request up to three extensions to individual assessment deadlines in an academic year. Only one extension per assessment component can be granted. If an assessed piece of coursework feeds into another assessment, i.e., an assessment with Part 1 and Part 2, then please make this clear in your application so that your extension request can cover all parts. Where this is not clear, you may need to apply for a separate extension request, if you have any remaining.

15. If the maximum time permitted by an approved extensions will not be enough, you should consider the [Extenuating Circumstances Policy](#), subject to the extenuating circumstances criteria being met.

16. Please be aware that once you have submitted an extension request you cannot recall the request even if you do not use it. All submission requests, with the exception of duplicates, will count toward your three extensions for the academic year.

17. The maximum period of extension for coursework is 7 calendar days. Dissertation, final year projects or substantial clinical or research assessment deadlines will be extended

by 14 calendar days. No penalty will be applied for work submitted within the extended deadlines if an extension is granted.

18. For clinical placement assessments, such as clinical portfolios or practice assessment documents, if circumstances outside your control would delay submission (for example, difficulty obtaining signatures), you should liaise with your Course Team to discuss your situation.
19. You are advised to continue working on your assessment after submitting your extension request. Your request may not be accepted if you have reached your quota of permitted extensions in an academic year, or if the assessment type is not eligible for an extension (see Appendix A).
20. If no outcome is received by the submission deadline, you are advised to submit the latest version of your work pending a formal response.
21. If granted an extension, provisional marks and/or feedback will be released within 15 working days of the extended deadline while feedback for end of module / dissertation / equivalent assessment will be released within 20 working days of the extended deadline. This equates to an additional 5 or 10 working days compared to the timescales published in the [Assessment and Feedback Policy](#) and derived from the length of extension granted.
22. Students are permitted to apply for extenuating circumstances regardless of the outcome of their extension request or if they miss the deadline for submitting extension requests, subject to the Extenuating Circumstances criteria being met.

Applying for an Extension

23. Your School will outline how you can apply for an extension.
24. Requests for extension should be submitted at least 1 working day before the assessment deadline. Any requests submitted less than 1 working day before the due date may not guarantee a response before the submission deadline.
25. You must apply for an extension yourself. Members of staff, next of kin, public officials or any other individuals are not permitted to request an extension on your behalf.
26. Extension requests will be considered by a designated Professional Services Staff member. The decision will usually be communicated to the you within 2 working days.
27. In all cases, you should submit your extension request to your 'home' School. If your request relates to a module you are taking from another of the University's Schools, your Programme Team will notify the relevant colleagues.
28. Each application will be considered on a case-by-case basis therefore multiple requests, submitted by the same student and within the same timeframe, may have different outcomes. This is because the nature of assessment may vary.

29. No appeals will be accepted for declined extension requests.
30. In the event of an extension request not being granted, the rationale for the decision will be communicated to the student. A rejected request will not count towards the three permitted per academic year.

E Late Submissions

31. Late submission occurs when a piece of assessed work is submitted after the original submission deadline or an extended deadline. All instances of non-authorized late submission will be subject to a penalty. Some assessment types cannot be submitted late (Appendix A) and a late submission would constitute a fail unless a successful extenuating circumstance claim was in place.
32. Work submitted for assessment up to 48 hours¹ after the submission deadline will receive a penalty deduction of 10 percentage points, to a minimum of the pass mark (for this assessment component), if the work is of a pass standard.
33. Work submitted for assessment more than 48 hours after the submission deadline will receive a mark of zero.
34. Late penalties will only be reconsidered based on a successful extenuating circumstance claim or an academic appeal.
35. Only the mark with the penalty imposed will be recorded as your final mark for the assessment component submitted late.
36. Work which has been received late but within the permitted timeframe outlined above and is not of a pass standard, will not be subject to a penalty.
37. Feedback for late in-term assessment will be released within the same timeframes as outlined in the [Assessment and Feedback Policy](#).

Application of the Late Submission Policy (all campuses)

38. The late penalty is calculated as a deduction of percentage points and not a percentage of the original mark. For example, a mark of 60% will be reduced to 50% and not 54% (10% of 60 equates to 6).
39. The deduction will be applied only down to the pass mark, therefore, the deduction may be less than 10%. For example, a UG mark of 44% would be reduced to 40%.
40. The calculation should take place outside of SITS, managed and recorded at Programme level. The assessment component mark input to SITS is the final mark, that is the final mark after any deductions have been applied.

¹ 48 hours, so includes weekends and weekdays, as well as bank holidays and University closure days.

41. The 48-hour deduction window does not apply to pass/fail assessments. If a pass/fail assessment is submitted after the published deadline, a fail will be recorded.

Application of the Late Submission Policy (Tooting campus)

42. A SITS flag should be inserted against the mark recorded on SITS, e.g., PL - Pass Late or FL – Fail Late.

43. The “due” and “until” dates set up on Canvas for assignments will be set to accommodate this policy, as follows:

- Assignments awarded a numerical mark: “due” date is set at the published deadline; “until” date is set at 48 hours after the published deadline;
- Assignments marked Pass or Fail only: “due” date and “until” date are both set at the published deadline.

44. It is the final submission made to Canvas that will be taken to be the student’s submission for marking purposes, as follows:

- Assignments awarded a numerical mark: it is the final submission made, regardless of whether it is made before the deadline or during the 48 hours immediately after the deadline;
- Assignments marked Pass or Fail only: it is the final submission made before the deadline.

Appendix A – Exemptions to Extensions and Late Submissions Policy

There are a number of assessment types that are exempt from this Policy's approach to extensions and late submissions. These are outlined below.

- Presentations
- Music or dance ensembles and performances
- Groupwork
- Assessments which are scheduled for a particular time and require supervision or invigilation (i.e. exams, class tests, OSCEs)
- Multiple choice question exams
- Filmed assessments
- Vivas (may be rescheduled, however)
- Placement and practical skills assessments, including laboratory work
- Assessment where any extension could delay the release of marks/ feedback to the full cohort (e.g. online quizzes)
- Online timed assessments, e.g., assessments open for a 24-hour period
- Pass/fail assessments (late submission only)

There may be some programmes unable to comply, likely due to PSRB reasons, with this Policy's approach to extensions and/or late submissions. This will be clearly outlined in your programme documentation.

Policy Title	
Extensions and Late Submissions Policy	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Academic Services	Schools
Approving Body	Date of Approval
Senate	July 2025 Minor updates December 2025
Last Reviewed & Version	Review Due Date
July 2025 v1 December 2025 v2	2027/28
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input type="checkbox"/>
Website Link: https://www.citystgeorges.ac.uk/about/governance/policies/student-policies-and-regulations	Intranet Link:
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: Z:\QUAD\Quality Manual\4. Assessment	
Queries about this policy should be referred to	
QUAD@citystgeorges.ac.uk	