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Subject: DUG Update - Important Pre-Submission Briefing
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Dear Undergraduate Student

This weeks' DUG update contains important information and signposting in relation to your end of Term One assessments. Please read it carefully.

1. Pre-submission Workshops

We have arranged four pre-submission workshops, starting today. Places are allocated on a first come first served basis – you need to show up! If demand is very high we will try to rerun the workshops. Details below.

Pre Assessment Skills Sessions				
Problem Solving	Dr Chris Mills	Monday 2 December	12-1PM	SO.20
Critical Thinking	Dr Rebecca Munro	Tuesday 3 December	12-1PM	SO.20
Essay Writing	Dr Margaret O'Brien	Wednesday 4 December	11-12 noon	R3.41
OSCOLA	Dr Daniel Lowe	Wednesday 11 December	11am-12 noon	Online

If you have ideas for workshops that would help you with Assessments, do let me know on the DUG Padlet. We will do all we can to help you prepare for your assessments and examinations and it is always good to know what works best for students.

2. Extensions and Mitigating Circumstances([click for detailed guidance](#))

The Student Services Team receive a very high number of extension requests close to submission dates, with some students confused about the difference between an extension and mitigating circumstances. To help you this time, Becca has produced some useful guidance about what to do when you have a problem submitting your assessments. Please read this carefully so you know what to do if your assignments don't go according to plan

**Extensions - potentially allow you to extend your deadline for any written assignment.
Extensions are not available for examinations.**

- An extension may be granted only in exceptional circumstances which occur **during the assessment period** for summative coursework assessments for Law School Modules.
- We do not grant extensions for less than three days of illness or for difficulties in planning or managing assessment deadlines.
- You must apply for an extension for each individual assignment if applicable.
- If you have a chronic condition, you might have received a recommendation for extended deadlines as part of your [Reasonable Adjustments](#) . You still need to apply, but the extension request will be automatically granted.
- An extended deadline will be for a maximum of 10 working days or 14 calendar days. Any

work submitted after this deadline will incur a late penalty. You will be granted an extension that reflects your individual circumstances – it is not 10 days automatically.

- Submissions cannot be accepted beyond 20 working days after the original submission deadline, or where feedback has been published.

3. Mitigating Circumstances (MC) are exceptional unforeseen personal situations affecting your ability to study and take assessments.

This could include serious illness, bereavement of somebody close to you, family difficulties or caring responsibilities, or acute problems occurring in the short term. If you are unable to submit an assessment, or submit it late without an extension, an MC application may be able to mitigate the effect of this failure on your results (see Mitigating Circumstances guidance for more details). Note, MC will never be used as a basis for changing an individual module mark

4. Reasonable Adjustments (RAs) are for long term conditions and may include classroom based recommendations, flexibility with deadlines (extension requests) or extra time in examinations.

If you are neurodiverse (or are awaiting a diagnosis), have a disability or chronic condition please contact [Disability Services](#), or the Law School's Academic Disability Lead, Daniel Lowe, to discuss the adjustments we can put in place. RAs are proactive support which can directly improve your learning experience and assessments, whereas MCs are applied at the exam board and affect your outcomes.

We know life does not always confirm to our best plans; and extensions and mitigating circumstances are both ways in which the Law School helps students the difficult times. Please remember, though, MCs and extensions are only granted in exceptionally difficult circumstances, they will not compensate for failures in preparation and/or planning.

5. Mistaken Submissions

A quick reminder on the mistaken submissions policy. You are responsible for uploading the correct document. You could fail the assignment if you don't. The mistaken submissions policy has been changed to align with the wider University policy and there is no longer a 15 minute window to allow for checking.

A few hints for those vital hours* before submission:

- Check your paper immediately before submission, and for good measure check immediately after submission.
- Contact [undergraduate.law](#) immediately if you have incorrectly uploaded your submission. Late penalties will run from the time your correct assignment is received by email.
- Save your document in one of the advised formats, e.g. either Word or PDF. PDF is a safer option as it won't corrupt.
- Save your final document with a title that indicates it is final, e.g. CourtReflection1875033Final.pdf. so you don't unwittingly upload an unfinished or unreferenced version

*Hours or days not minutes!! If you leave upload to the last 5 minutes and something goes wrong it is on you!

The consequences of a mistaken submission can be severe. Markers are unable to inform you of a mistaken submission and will mark accordingly. If you have uploaded the wrong paper entirely, that will be zero marks and mitigation is not extended to your resit. If you realise you have uploaded the wrong paper within the marking period of 20 working days you can request your paper is uploaded, however it will be subject to late penalties of 5 marks per 24 hour period. Three weeks late and your mark will be zero due to these penalties.

Taking a few moments to check your paper could make the difference between excellence and failure – it is definitely worth it!

6. Read your Module Specific Guidance

Finally a reminder to read your Module specific guidance before any submission. This will include any particular issues you must consider in relation to each individual assessment, including whether this is any use of GenAI permitted. As per last week's policy, the default position is no and you must ascertain whether your Modules are exceptions to this general rule.

7. Questions and Comments

A reminder: my office hours are 11.15am to 12.30pm on Tuesday and 3.15 to 4.30 Thursday (on campus during term time, on line during the holidays) if you have any issues you wish to discuss.

Any urgent questions or queries please use the [DUG Padlet](#). Either Daniel or I usually answer within 24 hours.

Best wishes, Maggie