University Policy on the Timing of the Provision of Feedback to Students on Assessed Work

Extension Guidelines

1 Extensions to the **20 University working days** deadline should be authorised by the Chair of the Board of Graduate Studies or the Chair of the Board of Undergraduate Studies as appropriate.

2 The term extension (rather than exemption) is used because authorisation will always involve the setting of a new deadline.

3 Extensions will normally apply to module cohorts or sections of module cohorts (e.g. particular seminar groups).

4 The authorisation process will not normally apply where feedback for an individual student is delayed for some reason particular to that student (e.g. if an extension to the submission date had been granted). This should normally be dealt with within the department.

5 In accordance with the point above, it would not be necessary to seek an extension where feedback is delayed by a plagiarism investigation. However, in such cases, the student must be informed that the assignment is under investigation, within the normal deadline period.

6 Extensions may only be sought by the Head of Department (HoD), using a standard proforma, which should state the reasons for seeking an extension and specify the period of extension requested (the proforma is available [online from the TQ website](#)).

7 The HoD would be required to:
   (i) Confirm that representatives of the relevant SSLC had been consulted about the proposal to request an extension, and;
   (ii) Record the views of the SSLC reps.

8 Where the ground for seeking an extension relates to an individual member of staff, the HoD should state what measures have been taken to re-allocate marking and feedback duties.

Principles

(a) The deadline for the return of feedback should apply to the completion of the normal internal marking process and the publication of agreed internal marks (albeit provisional and subject to external examination and confirmation by the exam board) and feedback to students. However, this rule should not preclude the possibility of final moderation or re-consideration marks at the stage where all marks for a module are collated for the final exam board.

(b) The question whether or not a staff member or other marker has sufficient time and resources to complete marking and feedback within the deadline should be considered at the point of workload allocation.

(c) Marking and feedback is a departmental responsibility and delay will not normally be excused in cases where a member of staff is absent.

(d) Where marking is performed by an external agent under contract, the contract should require compliance with the deadline.