

OVERVIEW OF GOOD CAUSE – Adverse circumstances affecting assessment

FAQs are available [here](#)

If you are facing difficulties that disrupt your ability to do a particular assessment or assessments, Good Cause is the process for asking the University to take this into account. This is an outline of how it works:

	I need an extension of more than five working days	I missed an assessment e.g. I missed an exam, I can't complete a piece of assessed coursework	I submitted an assessment but my performance was affected
What You Should Do: Submit Good Cause claim ¹	Explain the circumstances and why they have affected your ability to do the assessment. ² Include supporting evidence . If your circumstances are particularly sensitive you do not have to write down the details. You may find it helpful to discuss your situation with a member of staff who will be able to help in handling your claim or advise on sources of support.		
	Say how much extra time you need.		
What the School Will do: Consider your Good Cause claim	The School will consider your description of the difficulties and how they would have affected your ability to complete the assessment. A small number of staff will be involved and your name will not be revealed when considering your claim.		
	The School will consider whether the extra time is reasonable.		The exam board will consider whether the result is clearly out of line with your usual performance.
Outcome	An appropriate extension will be offered. If for any reason an extension isn't granted, penalties will apply if the work is submitted after the deadline.	If the claim is accepted the assessment must usually ³ be attempted at a later date, and this will be treated as a first attempt. ⁴	If the grade that you achieved is NOT out of line, it will be retained and you will not be required to re-take the assessment.
	If the claim is not accepted:		
	Assessment will be treated as not taken. Any later available attempt will be a second diet.		The original grade will be counted.

¹ Good cause claims must be submitted within five working days of the relevant assessment, that is, of the exam date or the coursework submission date and so on.

² Your School needs some information about the difficulties that you have been experiencing, how long they have lasted and why that has affected your assessment.

E.g. 'I became unwell with a high fever on Monday 17th and have been in bed, unable to eat, all week. My essay was due to be submitted on Monday 24th and I had not started work on it by 17th because I had two other pieces of coursework that had to be submitted the week before.

³ In the final year of an honours or integrated masters degree some assessment may be set aside, i.e. not required to be taken at a later opportunity.

⁴ If this attempt was already a second attempt, the later opportunity will also be treated as a second attempt.