## Are you fit to sit/submit your assessment*?

*this includes all types of assessment. For BSS dissertation/project extensions please access this link. For EPS dissertation/project extensions please contact Eps_ecaps@aston.ac.uk. For HLS dissertation/project extensions please contact hls-ecap@aston.ac.uk

YES

You have declared yourself fit to sit/submit - this means you accept the mark that you will receive for the assessment as legitimate and cannot claim exceptional circumstances.

**Postgraduate Taught Students 2023/24**

If you are not fit to sit/submit, DO NOT submit the assessment.

NO

Is your assessment classified as coursework*?

*If you are unsure - please contact your module leader.

YES

Are you able to submit late?

1.You need to submit within 5 working days from the formal submission date. You will receive a late penalty of 10% deducted from your final mark - for each working day that you submit late. Any submission *after* 5 days from the formal submission deadline, will not be accepted – you will need to follow the guidelines in Option 2.

To remove late penalties, you must submit an EC, with evidence. For guidance on ECs: please see boxes in yellow - to the right of this chart.

2.You are unable to submit at all, therefore – are required to submit ECs, with evidence.

For guidance on ECs: please see boxes in yellow - to the right of this flowchart.

You will not receive an outcome for your EC until at least two weeks or longer after your EC submission. This is a recommendation – the Exam Board will make the final decision.

ECs Declined: Late penalties are not removed.

ECs Accepted: Late penalties are removed.

NO

Is your assessment classified as coursework*?

*If you are unsure - please contact your module leader.

NO

What is the reason for your non submission?

Circumstances that are exceptional. This should be an acute (usually, short term) episode or experience.

Please find the University guide to what are exceptional circumstances – here.

Submit EC with evidence, via MAP.

You **will not** receive an outcome for your EC until at least two weeks after your EC submission. This means you will not receive a decision for your EC before the assessment deadline.

Technical issues with fixed time or fixed window assessments*.

* If you are unsure if this is your assessment type - please contact your module leader.

Contact your College Support Office, ASAP.

A long-term condition that requires regular management

This *cannot be accepted as an EC.* Please contact your personal tutor and the Student Welfare Team.

Personal IT related issues. For example – laptop crashes, loss of unsaved work-etc.

Personal IT related issues are likely *not be accepted* as a valid EC.

Outcome of your EC returned. NB: This is a recommendation – the Exam Board will make the final decision, and if you plan to Graduate or apply for the graduate immigration route VISA – this may be impacted.

ECs Accepted: You will be deferred for your next attempt; uncapped.

ECs Declined: You will be referred for your next attempt; your mark is capped at the pass mark for the module.