

Student with specific learning differences (SpLDs) Permitted Extended Deadlines (PED) For essays

All students with a specific learning difference (SpLD) who have a Study Inclusion Plan (SIP) or a Learning Support Agreement (LSA) are automatically entitled to an additional **7 calendar days** for essays submitted via Turnitin, or 5 working days for essays submitted in hard copy.

Eligible students should submit their essays following the usual procedure as advised by their department or faculty.

Permitted Extended Deadline:

Applies to:

- All essays in Terms 1 & 2
- Essays due by Friday Week 1 in Term 3



turnitin[®]

7 calendar days



5 working days

Does not apply to:

IFCELS, distance learning, PhD, SOAS Language school centre courses, or programmes and inter-collegiate courses (when administrated by other institutions).

Does not include:

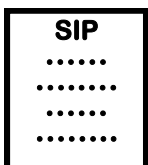
- Learning portfolios, ISPs, dissertations, reaction papers & continuous assessment assignments.

Criteria

To be eligible for the extended deadline entitlement, you need to have:



A diagnosis of a Specific Learning Difference (SpLD) and a full post 16 diagnostic adult assessment. This type of report is usually written by an Educational psychologist and will confirm the nature of your SpLD e.g. Dyslexia, Dyspraxia & ADHD.



A Study Inclusion Plan (SIP) or a Learning Support Agreement (LSA) for your current course

How to get the extended deadline entitlement

1 **Contact the disability & dyslexia office to set up your Study Inclusion Plan (SIP)**

You will need to provide the disability office with evidence of your specific learning difference before we can prepare your SIP. During busy periods it may take up to 3 weeks to process your request.

We encourage students to contact us during term one whenever possible.

✉ disabilities@soas.ac.uk

☎ 020 7074 5015

2 **Please visit Online Student Services to review and distribute your SIP to your module convenors and faculty.**

Download and send the PDF version to any other teaching staff such as GTAs, or convenors if you change modules in the year

3 **Submit your work**

Submit your essay following the procedure for your department. This is usually online via Moodle (some courses may require paper hand-in). Your faculty will reinstate any marks deducted.

4 **Email your tutor**

Where possible email your tutor to let them know that you have submitted your work late using the extended deadline entitlement

Students who started before 2016/17

If you have an existing LSA (and a SpLD) you will be automatically entitled to the extended deadline. Please continue to distribute your LSA each academic year and follow steps 3-4. If you do not have a copy of your LSA please contact disabilities@soas.ac.uk with the subject:

REQUEST A COPY OF LSA— YOUR NAME & STUDENT NUMBER

Top Tips

Work with academic staff and Learning Advisors to reduce the need to submit assignments after deadlines. Try to submit work on time.

Use self management such as a term planner to stagger your deadlines.

Using this entitlement may limit academic staff capacity to provide feedback on your work.

Please Note: If you exceed 7 days you will be subject to the usual school penalty for late submission for each day you exceed the entitlement. Do not use PED for deadlines after Friday, week 1 term 3. Please refer to the FAQs & guidelines on Moodle or www.soas.ac.uk/studentadviceandwellbeing/