

Updated Policy and Procedural Guidelines for 2015-16 from the Disability & Dyslexia Service

Specific Learning Differences (SpLDs) and Permitted Extended Deadlines (PED) for Essays

Policy:

From 2015-16, all PGT and UG students who meet both of the following criteria:

1. Diagnosis of a Specific Learning Difference (SpLD) and a full post-16 diagnostic assessment report in line with SpLD working group recommendations (usually written by an educational psychologist and confirming the nature of the student's SpLD e.g. dyslexia, dyspraxia, ADHD etc.)
2. SOAS Learning Support Agreement (LSA) for current programme of study are entitled to **an additional seven calendar days** to submit their coursework, taking into account the rules below.

This provision is known as **Permitted Extended Deadlines (PED)** for essay submission.

The following rules apply:

1. **PED only applies to essays with submission deadlines on or before Friday, week 1 of term 3.** Please note the overall School deadline is Friday, week 2 of term 3. Submissions after this date will not be accepted and will not be marked.
The only exception to this are taught programmes at IFCELS (ICC Foundation, FDPS Pre-Master's and ELAS English Language and Academic Studies), for which the deadline extension will be available throughout term 3.
2. Students who exceed the permitted seven calendar days will be subject to the usual School penalty for late submission for each day they exceed the entitlement; see section 2 in the [coursework submission policy](#).
3. **Programmes of study and modules which are excluded from the entitlement are:** those delivered at the SOAS Language Centre, short courses and pre-sessionals (for example as delivered at Summer Schools or at IFCELS), teaching delivered via distance learning, or programmes and intercollegiate modules when administered by other institutions.
4. **The entitlement is for essays only, and the following forms of assessment are therefore exempt from the entitlement:** learning portfolios, Independent Study projects (ISPs), postgraduate dissertations, research degree assessments, reaction papers and continuous or formative assignments, e.g. language acquisition homework.

The Disability Office strongly encourages all students, including those with SpLDs, to submit their essays on time whenever possible, and to work closely with academic staff and Learning Advisors to reduce the need to make use of the PED. The purpose of PED is to assist students with *staggering* their deadlines if necessary.

Students who choose to use this entitlement should be aware that this may limit academic staff capacity to provide feedback in line with SOAS' [marking guidelines for students with specific learning differences](#).

Procedures:

1. Procedure for REQUESTING PED

1. New students or continuing student who do not have a Learning Support Agreement (LSA) should contact the Disability Office (studentadviceandwellbeing@soas.ac.uk) to request an assessment with a Disability Officer. Please note that you will need to provide the Disability Office with evidence of your Specific Learning Difference (a post-16 full diagnostic report usually written by an educational psychologist) prior to the appointment. During busy periods it may take up to three weeks to process your request. We encourage students to come to see us during the first term whenever possible.
2. A request for an assessment for an LSA report must be made three weeks before the deadline for the first essay for which you wish to apply the PED. **This entitlement cannot be applied retrospectively.**
3. Continuing students with an existing LSA who meet the above criteria are automatically entitled to extended deadlines of seven calendar days for coursework submission. If you do not have a copy of your LSA please contact the Disabilities Office at disabilities@soas.ac.uk with **REQUEST COPY OF LSA [STUDENT NAME] [STUDENT NUMBER]** in the subject of your email. Please note that during busy periods it may take the Disabilities Office up to three weeks to respond to a request.

2. Procedure for INFORMING academic and faculty staff of PED ENTITLEMENT

Disability Officer Responsibilities

1. The Disability Officer will assess students and authorise seven calendar days for students submitting their coursework.
2. Following the assessment, the Disability Officer will send an electronic copy of the LSA report to the student, with a copy to the module convenor and the named Faculty Officer.
3. The Disability Officer will also add the student details to the LSA spreadsheet, which is shared with the named Faculty Officer.

Student Responsibilities

PLEASE NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ACADEMIC STAFF AWARE OF THE PED ENTITLEMENT.

1. The student will make arrangements to be assessed by the Disability Officer in order to obtain an LSA report, and do this in the first term whenever possible.
2. Both new and continuing students will circulate their LSA reports to all academic staff teaching them each academic year. Continuing students are responsible for requesting a new copy of their LSA report from the Disability Office if necessary.

Faculty Officer Responsibilities

1. The Faculty Office will record that a student has an LSA and is therefore entitled to PED.

3. Procedure for INFORMING academic and faculty staff of USE OF PED

Student Responsibilities

1. Students are encouraged to plan ahead in relation to essay deadlines and liaise with academic and learning advisors on how best to use the extension. Students are strongly discouraged from using their entitlement for *all* essay deadlines. Ideally, students will make use of this entitlement to *stagger* deadlines only where necessary.
2. Students will submit the essay as requested by the department or faculty. This is usually online via TurnItIn. Please refer to your faculty/departmental guidelines regarding submission procedures.

3. Students will email the relevant module convenor to let them know they have submitted work late using PED.
4. **The entitlement to extended deadlines for essays is for essays which have submission deadlines on or before Friday, week 1 of term 3.**
The overall School deadline is on Friday, week 2 of term 3. Submissions after this date will not be accepted and will not be marked.

Academic Staff Responsibilities

1. Academic staff will note students who are submitting LSA reports on the grounds of Specific Learning Differences and encourage these students to submit their essays on time whenever possible. It is also helpful to provide reading lists and essays titles in plenty of time on Moodle.
2. Academic staff will note students who are using their entitlement and encourage these students to seek academic and learning support.

Faculty Office Responsibilities

1. The Faculty Office will record whether a student has used PED when work is submitted.
2. The Faculty Office will apply the School penalty for any essays submitted beyond the approved additional seven calendar days for online submission as set out in the regulations.