

# Permitted Extended Deadlines (PED) for Assignments: Frequently Asked Questions (FAQs)

## 1. How do I know if I am eligible to use this entitlement?

All students who have a Study Inclusion Plan (SIP) or a Learning Support agreement (LSA) on the basis of having a disability or Specific Learning Difference (SpLD) for a current programme of study are eligible.

**PLEASE NOTE THAT PRIOR TO 2020/21 THIS ENTITLEMENT WAS ONLY FOR STUDENTS WITH SPLDs.** It was extended to all students with a SIP in academic year 2020/21 as result of COVID 19 impacts on disabled students.

SIPs produced prior to 2020/21 will not automatically include PED as a reasonable adjustment but all students with a SIP are still eligible to PED. If you have a SpLD or disability but do not have a SIP please provide the disability office with your educational psychologist report or medical evidence by uploading onto our online portal and complete our line confidentiality agreement on [saaw.soas.ac.uk](http://saaw.soas.ac.uk)

## 2. For which assignments can I use PED?

All essays and assignments in which the marks count towards the final marks of your programme of study.

## 3 What happens if I also apply for mitigating circumstances for late essay submission?

PED of up to 7 calendar days is then applied in addition to extra time you are awarded as part of your mitigating circumstances.

## 4. Are there any programmes of study and modules which are excluded from the entitlement?

Yes, the following programmes / modules are excluded from the entitlement: submissions for the SOAS Language Centre; short courses and pre-sessional courses (for example as delivered at Summer Schools or at IFCELS); programmes and intercollegiate modules (when administrated by other institutions) and distance-learning modules.

**5. Are there any types of assessment which are excluded from this entitlement?** Yes, the following types of assessment are excluded: learning journals and reflective diaries and logs; PG dissertations; research degree assessments; continuous or formative assignments e.g. language acquisition homework and reaction papers; online exam essays (**Please note it does not apply to resubmission deadlines or resubmission deadlines in subsequent academic years**).

## 6. What am I entitled to with PED?

You are entitled to an additional seven calendar days for submission via Turnitin. Public holidays and dates when the School is closed are counted when calculating the entitlement. You cannot re-submit essays on Turnitin after the date of the original deadline and you are required to follow the relevant online course-work submission guidelines.

Please note: This is the *maximum* use of the entitlement and you may only need to use one or two days for any given assignment.

## **7. What happens if I exceed the permitted seven calendar days?**

You will be subject to the usual school penalty for late submission for each day you exceed the entitlement (see section 2 in our coursework submission policy).

## **8. Can I use the permitted extended deadlines in term 3?**

Yes, but ONLY for essays which have submission deadlines on or before Friday, week 1 of term 3. For taught programmes at IFCELS (ICC Foundation, FDPS Pre-Master's and ELAS English Language and Academic Studies) only, deadline extensions will be available throughout term 3.

## **9. When does the entitlement period end?**

**The entitlement cannot be used for deadlines after Friday, week 1 of term 3 at 23:59.** Please note academic year 2021/22 that the overall School deadline is on Friday 6<sup>th</sup> May 2022, week 2 of term 3. Submissions after this date will not be accepted and will not be marked.

## **10. What do I need to do next?**

This entitlement is automatic if you have a SIP for your current programme of study.

Please ensure you have visited online student services to confirm and distribute your SIP to your module convenors and other teaching staff each academic year.

## **11. I have uploaded my assignment but the submission shows up as red/late despite my entitlement. Why has this happened?**

When submitting online via Turnitin, your submission will show as red/late because the software merely checks the submission time against the official deadline. This will be addressed at the end of the academic year by the Dept. Office who will ensure that your entitlement is taken into account and that the correct mark is recorded on the database.

## **12. Where can I get further information and assistance?**

We encourage you to talk to your lecturers, attend study skills support workshops delivered by student support services such as the Library, Learning & Teaching Innovation (LLTI). <https://www.soas.ac.uk/llti/>. The PED entitlement is a planning tool to assist you to stagger your own deadlines if necessary. For more information please refer to the PED leaflet <https://www.soas.ac.uk/disability/> and seek guidance from your department student support officer.

## **13. How does an academic staff member check if a student is entitled to use PED?**

All students with a SIP can use PED. If you are unsure if the student has a Study Inclusion Plan (SIP), please ask the student to provide you with a copy of their SIP.

Module convenors can also view individual SIPs via Columbus for students they are teaching on <https://unit-e.soas.ac.uk/internetbuilder/uiib.aspx> for support with Columbus please contact the IT Helpdesk or your academic dept. Department student support officers also have access to individual SIPS, can run SSRS reports on all groups of students with SIPS and are responsible for keeping module convenor data updated for SIP distribution.

PED policy & procedures <https://www.soas.ac.uk/registry/degreeregulations/file132999.pdf>

Disability and Neurodiversity Team (D&NT) Updated March 2022