Assessment submission extension policy: Electronic assessment system unavailability

1. Policy introduction

This policy is designed to provide reassurance and guidance for students in the event that any of the University's electronic assessment submission systems are unavailable close to (or during) the agreed submission deadline outlined in the module handbook, preventing submission of student work.

This extension can only be applied if the system that is unavailable is either:
- A *University* system your work was created on OR
- A *University* system you are submitting to

This policy does not cover your personal devices or software.

If your circumstances do not relate to unavailability of an electronic assessment system, please visit the [Mitigation and Extenuating Circumstances](#) page for more information.
If an electronic assessment system is unavailable close to, or during, your assessment submission deadline, please follow the guidance on the Library [website](#).

Staff are provided with separate guidance outlining the policy, steps they need to take to extend the submission deadline, and what students can expect.

2. Which University assessment systems does this policy cover?

- CAGD
- Inspera
- Microsoft 365
  - Class OneNote
  - OneDrive
  - Stream
  - Teams
- MyBeckett (Blackboard)
- PebblePad
- Qwickly
- Replay (Panopto)
- Respondus
- Turnitin

3. How do we inform you of system unavailability?

We aim to post on:
- The MyBeckett [Modules](#) tab (in the Systems Availability channel)
- Twitter [@BeckettLibrary](#)
- The Library and Student IT status [dashboard](#)

The notification will provide where possible:
- Issue outline / details
- Date and time of the unavailability
- Timescale for resolution (where possible)

4. What happens next?

- The Library webpage [Here's what to do if MyBeckett or Turnitin is down](#) explains what you need to do including checking the length of system downtime in this [system log.](#)
- You should then use the table below to calculate the extension available to you.

System Unavailability Time	Extension
Up to 24 hours	24 hour extension
25-48 hours	48 hour extension
More than 48 hours	Decided on a case by case basis

*Please note that feedback on your assessment may be delayed following system unavailability.