Skills Hub Basics: Deadlines

If you need help in understanding what to do and what not to do, drop in to the KLS Skills Hub and ask! It’s better to be safe than sorry!

KLS Skills Hub Opening Times are published [here](#).

How do I know when my deadlines are?

Each module should inform you of any coursework deadline dates in its Module Guide. If you can’t find your copy, it will be online in the module’s Moodle page. At the beginning of each year it is useful to note all your deadlines in a diary (electronic or paper version!).

You could also ask your seminar leader (in person or by email – see here) or check out the deadlines timelines for core modules on our webpage.

The deadline (for all coursework in all modules) is 2pm on the relevant day. If you miss this even by seconds, you will be unable to submit into the Turnitin submission box.

*It is strongly advised that you plan your time carefully to enable you not to be rushing to submit at or close to 2pm as the system is very busy at that time.*

What happens if my work is late?

After the 2pm deadline has passed you will be unable to upload your work to your module’s normal assessment submission inbox. Instead, a ‘late submission’ box will appear – you should submit your completed work into this box as soon as you possibly can, then follow the steps outlined below.

If there is no genuine concessionary reason for your late submission, KLS policy is that the work will not be marked.

What if I know that I can’t make the deadline?

If you have concessionary (medical or personal) circumstances that affect your ability to complete or submit your work on time, then let the KLS Law Advisers know as soon as possible.

If this is before the deadline, you will be able to fill in a form requesting an extension, which is then sent to the Chief Examiner of the stage of study you are in. You will need to provide evidence (not necessarily with the form, it can come later) in order for any extension to be granted.

If this is after the deadline has passed, there is a different form to fill in, asking for a retrospective extension. If you can, you should also upload your work to the relevant ‘late submission box’ for the module concerned as soon as you can.

Deadline extensions (prior or retrospective):

- can only be granted by the Stage Chief Examiners, not by seminar leaders or convenors
- will not normally be granted for more than a few days, unless the circumstances are exceptional
- require you to provide evidence to support them.

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1 Losing your memory stick or accidentally deleting your essay is unlikely to be sufficient to warrant an extension. Make sure you save your work regularly and in more than one place, and take care to submit the correct document.