

Incomplete Assessment and Good Cause (email sent on 28/10/20)

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Sent on behalf of Professor Jill Morrison:

Dear Colleagues,

I am writing to remind you that, following the end of the No Detriment period on 11 September 2020, the normal rules on Incomplete Assessment and Good Cause (Code of Assessment ss 16.45 - 53) are in force and the procedure for students to submit Good Cause claims to MyCampus is back in operation. Students who believe that their ability to demonstrate in assessment what they have learned - resulting in them either missing assessment or delivering a compromised performance - should make a claim of Good Cause, supported by evidence as appropriate. Extension requests of more than one week should also be submitted through a Good Cause claim.

Covid-19 Context

It is likely that many Good Cause claims being submitted this session will refer to difficulties associated with the on-going pandemic. Students are expected to complete assessment in the 'new normal' situation in which they are studying, though clearly the more serious and acute difficulties within that situation can form the basis of Good Cause claims in the usual way. In their claims, students must explain the circumstances and how those circumstances have impacted the specific assessments in question. In relation to the pandemic, students may have tested positive for the virus, they may be self-isolating, they may have additional caring responsibilities and so on, but these circumstances alone should not automatically lead to a Good Cause claim being accepted. It is for the student to explain how their circumstances have affected their ability to complete the assessment.

Evidence for Good Cause

We have been aware for some time that it can be difficult for students to obtain independent documentary evidence to support their Good Cause claims. We are, therefore, reviewing the Good Cause process and, in particular, the requirements for such evidence – this work began last session but was stalled due to the pandemic and is now being resumed. In the meantime, and for the rest of this session, the current regulations remain in place and students are expected to make all reasonable efforts to support their claims with evidence. Further information about this is covered in the '[Good Cause - Key FAQs for Students](#)'. The Questions include: 'What evidence do I need to provide if I make a Good Cause claim?' and 'What if I am unwell but can't see my Doctor?' The answers to these questions acknowledge that there can be difficulties associated with providing independent supporting evidence and suggest other sources of evidence that it would be reasonable for a student to produce. In some cases, this can include a supporting statement from a member of University staff who the student has been in contact with in relation to the relevant circumstances.

The aim of the Good Cause regulations is to provide some relief to students who have completed the learning but find themselves in difficult circumstances at the time of assessment. We

acknowledge that the current system requires difficult judgments to be made. Assessing what amounts to adverse circumstances over and above the constraints that we are all living with is going to be particularly challenging. Our advice to colleagues considering Good Cause claims is to apply common sense and their accumulated experience in judging whether the submitted claim should be accepted.

Information for students on Good Cause will also be disseminated shortly.

With best wishes,

Jill

Professor Jill Morrison
Clerk of Senate and Vice Principal
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