

How to submit a good cause claim

You must submit a Good Cause Claim if due to adverse circumstances:

- You wish to apply for an extension to a coursework deadline of MORE THAN FIVE WORKING DAYS. (In order to request an extension of five working days or less you should contact your course convener direct. Do NOT use MyCampus for such requests.)
- You are submitting coursework MORE THAN FIVE WORKING DAYS LATE without having obtained an extension. (If you are submitting work five working days or less after the deadline you should contact your course convener direct to request exemption from late penalties. Do NOT use MyCampus in these circumstances.)
- You have missed an examination, class test or other assessment or are unable to submit coursework.
- You believe that you have under-performed in a completed examination/test or submitted assessment and you wish to have this taken into account by the Board of Examiners.

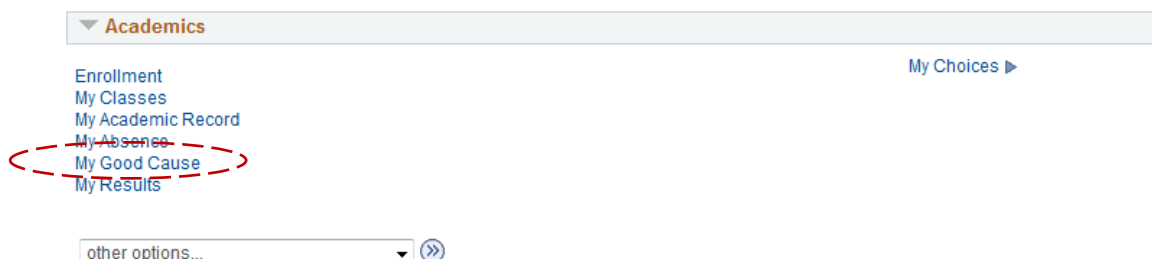
Your Good Cause Claim must be submitted within five working days of the date of the affected assessment.

Please see the Good Cause Claim Reporting Guidelines for more information

https://www.gla.ac.uk/media/media_420013_en.pdf.

If you have made an error and need to edit your report, contact your Course Administrator who will be able to reopen the report for editing or deleting.

1. Log in to your student center and locate the Academics section. Click on the 'My Good Cause' link.



2. Carefully read the instructions explaining the good cause reporting process. Then check the tick box required to start the process.

My Good Cause

Updated Good Cause Record

Some changes have been made to this for session 2018-19. Revised training guides are available.

You must submit a Good Cause Claim if an assessment or examination has been affected by adverse circumstances and you wish to have this taken into account by the Board of Examiners. This includes the following situations:

- You have missed an examination, class test or other assessment or are unable to submit coursework.
- You believe that you have under-performed in a completed examination/test or submitted assessment.
- You wish to apply for an extension to a coursework deadline for MORE THAN FIVE WORKING DAYS. (In order to request an extension of five working days or less you should contact your course convener direct. Do NOT use MyCampus for such requests.)
- You are submitting coursework MORE THAN FIVE WORKING DAYS LATE without having obtained an extension. (If you are submitting work five working days or less after the deadline you should contact your course convener direct to request exemption from late penalties. Do NOT use MyCampus in these circumstances.)

Your Good Cause Claim must be submitted **within five working days** of the date of the affected assessment.

For more information on what counts as a Good Cause Claim and how these claims are dealt with go to Part 2 of [Good Cause Reporting Guidelines](#).

Please expand the buttons below to read and confirm your understanding of the Good Cause process as follows:

+ You have missed an examination, class test or other assessment or are unable to submit coursework

+ You believe that you have under-performed in a completed/submitted assessment.

+ You wish to apply for an extension to a coursework deadline for more than five working days.

+ You are submitting coursework MORE THAN FIVE WORKING DAYS LATE without having obtained an extension

PLEASE TICK THE BOX TO CONTINUE

Academic Year / Term				1-2 of 2
	Term	Career	Academic Program	Academic Load
	2018-19	Undergraduate	MBChB	Full-Time
	2017-18	Undergraduate	MBChB	Full-Time

- A list of academic sessions will appear based on your record. Any Good Cause Claims already submitted will also be listed on this page. Click on the 'Add Good Cause' button.

Academic Year / Term				1 of 1
	Term	Career	Academic Program	Academic Load
	2017-18	Postgraduate Taught	Master of Science(Soc)	Full-Time

Add Good Cause

No Good Cause history found for this academic year / term

- Select one or multiple courses for which you wish to submit a Good Cause Claim then click the Next button.

Updated Good Cause Record

Select one or more courses below where an assessment has been affected by the circumstances in your Good Cause Claim. (Please start a new Good Cause Claim if you have a different set of circumstances affecting different assessments).

Enrollment

*Term: Academic Year 2017-18 ▼

	Subject	Catalog	Course	Description	Session	Select
1	LAW	5028	102777	Fundamentals of Int Law	S2	<input type="checkbox"/>
2	LAW	5069	102818	United Nations Law (MSc)	S1	<input type="checkbox"/>
3	POLITIC	5004	103481	Crit Perspectives Human Rights	S1	<input type="checkbox"/>
4	POLITIC	5007	103484	Human Rights & Global Politics	S2	<input type="checkbox"/>
5	POLITIC	5014P	103491	Postgrad Dissertation Politics	S2	<input type="checkbox"/>
6	SPS	5008	122655	The Media, War and Security	S2	<input type="checkbox"/>
7	SPS	5034	128756	Research Design	S1	<input type="checkbox"/>

NEXT

[Return to Previous Page](#)

- Be sure to read all of the information on the following screen. Enter the time and date of your exam or other test or the scheduled submission date of your assessment and tick the reason ('Impact') that applies to your claim.

Please note that you will not be able to type anything into the 'Comments' section. Once a decision is made regarding your Good Cause Claim it will be available to view in this section.

You can add more than one exam or assessment date by clicking on the + button. You can also remove an entry by using the – button. If you have selected multiple courses you can use the arrow buttons to switch between them. Click on the Save and Proceed button to continue.

This form will be referred to the Board of Examiners (or a nominee of the Head of School, if no Board of Examiners meeting is imminent), so that the impact of your circumstances on your assessment(s) can be considered by the University.

You **must submit this form and supporting evidence** if you want your illness or other circumstances to be taken into account when your performance is being assessed by the Board of Examiners. This will be taken as your Good Cause Claim.

Confidentiality

Please note that by submitting this information you are authorising access to it by anybody responsible for coordinating the provision of your programme or assessing your progress. This could include the Assessment Officer, Course Coordinator(s) and relevant administrative staff. While you **must** submit a Good Cause Claim on MyCampus, you should not submit on the system any details for which you wish to restrict circulation, instead you may contact a relevant member of staff such as your Adviser of Studies to provide further written information to them, or to show them your supporting documentation in person.

Subject MED Catalog 2004 Course 102902 MBChB 2nd Year

Date & Time of Exam/Assessment(dd/mm/yyyy hh:mm):



04/04/2019



9:00AM

Exam/Assessment Title

TEST



Good Cause

Good Cause Impact

Please tick the relevant box to indicate the impact of this Good Cause Claim. You can only choose one impact category.

Impact

Request extension to coursework submission date

Please indicate the revised submission date that you are requesting

* 04/30/2019

Late Submission of coursework

Missed Exam / class test

Affected Performance

Non-submission of coursework

Approval Information

Approval Status Still to be Considered

Approved By

Date Approved

Approved New Submission Date

Approval Comments

- It is important to read the instructions carefully on this next page as this is where you will submit your information. You should give a full detailed description of the nature of your illness or other circumstances in the text box provided explaining how your assessment was affected. In the event that you are submitting this claim more than five working days after the date of the exam or after the coursework submission date you must also explain why you were prevented from submitting the claim on time.

You can upload any supporting information and then select the appropriate option for the Submission of Evidence section.

Please note that if you have selected multiple courses, this single submission including the supporting evidence will apply to all the selected courses.

By selecting option B in the Submission of Evidence section you will be able to go back in at a later time and edit the submission and add any supporting information when you receive it, for example a Doctor's note.

By selecting options A (All Evidence Uploaded) or C (Sensitive Evidence) you will complete your submission and will not be able to edit it further. If you have made an error and need to edit your report, contact your Course Administrator who will be able to reopen the report for editing or deleting.

My Good Cause

Good Cause

Submission Status In Progress

Give a full detailed description of the nature of your illness or other circumstances and their impact on your assessments.

Your good cause claim must be submitted within five working days of the affected assessment. If you are submitting a claim later than this you must explain the circumstances that have prevented you from submitting your claim on time.

TEST

Supporting Evidence

You MUST submit appropriate and adequate supporting evidence (see what constitutes supporting documentation? in the Student Guidance on Absence Reporting otherwise your Good Cause submission will not be accepted.
Please note that by submitting this information you are authorising access to it by anybody responsible for coordinating the provision of your programme or assessing your progress. This could include the Assessment Officer, Course Coordinator(s) and relevant administrative staff. You should not submit anything for which you wish to restrict circulation.

Document Upload (max file size 5 MB).

Support Documents	
Document	
No Associated Document	<input type="button" value="Delete"/>

Submission of evidence


A) All evidence uploaded B) Evidence Incomplete (Add available evidence now)

C) (EXCEPTIONAL CIRCUMSTANCES ONLY): Some sensitive evidence has been omitted and I will show the complete information to a relevant member of staff. (Please do so as soon as possible so necessary action can be taken).
If evidence has been omitted, please state here what you have omitted and who you provided further information to.



Omitted Evidence

TEST

- Once you are satisfied with your submission click on the Save Changes button. If you selected options A or C in the Submission of Evidence section then your claim will be considered complete and it will be submitted.
- If you selected option B for the Submission of Evidence section you will be able to go back in to your submission to upload any new documents that act as supporting evidence for your claim. Repeat steps 1 and 2 to get back to the screen where you will see your submissions listed. Click on the Edit link for the claim that you wish to upload evidence for.

Academic Year / Term				1 of 1
Term	Career	Academic Program	Academic Load	
 2017-18	Postgraduate Taught	Master of Science(Soc)	Full-Time	

[Add Good Cause](#)

Good Cause History			View All  	1-3 of 3
Course	Description	Support Docs		
102818	United Nations Law (MSc)	Evidence Not Yet available	Edit	

- Review the information that you previously submitted, you can if required still make changes to this. Click on the Save and Proceed button (as shown in step 5) to continue.
- You should now see the same screen as in step 6 again. Click on the New Document button to upload your files. If you have now uploaded everything you will have for your claim then be sure to select option A under the Submission of Evidence box. This indicates that your claim is now complete. Click on the Save Changes button to submit it.

If you have made an error and need to edit your report, contact your Course Administrator who will be able to reopen the report for editing or deleting.