

How to submit a good cause claim

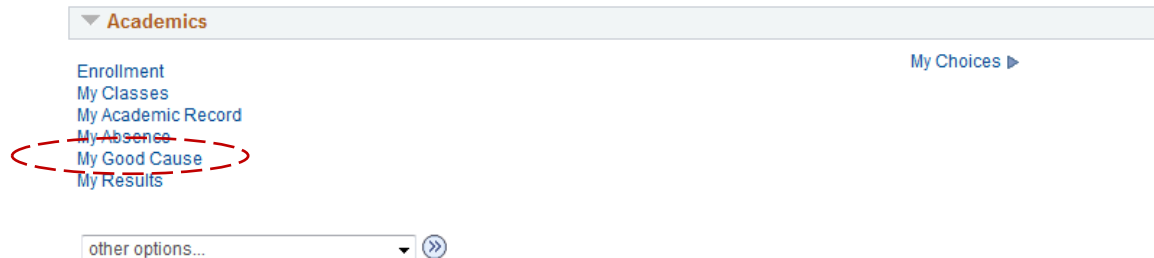
You must submit a Good Cause Claim if you have missed an examination or assessment deadline, or if you believe your performance in an assessment or examination has been affected by adverse circumstances and you wish to have this taken into account by the Board of Examiners. **Your Good Cause Claim must be submitted within one week 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.

Updated Good Cause Record

Some changes have been made to this. Revised training guides are available.

You **must** submit a Good Cause Claim (GCC) if you have missed an examination or assessment deadline, OR if you believe your performance in an assessment or examination has been affected by adverse circumstances AND you wish to have this taken into account by the Board of Examiners. Your GCC must be submitted **within a week** 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 confirm your understanding of the Good Cause process as follows:

1. If my Good Cause Claim is accepted, the University has agreed that my assessment was adversely affected by good cause and the work in question will be set aside and another opportunity (as far as practicable) will be given to take the affected assessment(s).
2. If my Good Cause Claim is accepted, the grade I achieved (if any) cannot be counted and my result will be coded as MV; I will need to take the assessment at a later date where this is offered. I cannot, at a later date, request that my original grade be reinstated.

PLEASE TICK THE BOX TO CONTINUE

3. 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 assessment and tick the reasons that apply to your claim.

Please note that you will not be able to type anything into the 'Approval Comments' section. Any decision made regarding your Good Cause Claim 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.

Find | View All First 1 of 2 Last

Subject LAW Catalog 5069 Course 102818 United Nations Law (MSc)

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

05/14/2018 09:00

Exam/Assessment Title

United Nations Law 101

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

Missed Exam ?
 Affected Performance ?
 Late Submission ?
 Missed Submission ?

Approval Information

Approval Status Still to be Considered

Approved By

Date Approved

Approval Comments

If you wish to report Good Cause that is based on the same set of circumstances for more than one exam/assessment please click the + button to add a new row. If you have added a row and want to remove it then click the - button to delete a row.

Save and Proceed

6. 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. 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.

Support Documents

Document	
No Associated Document	Delete

New Document

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

Save Changes Cancel

- 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.

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