

Adjusted Deadlines

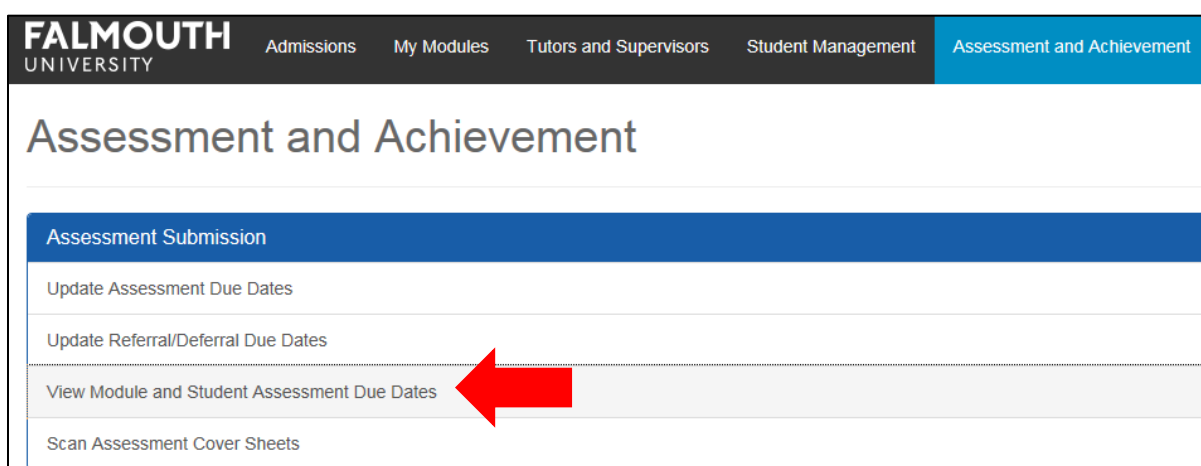
The student still requests the adjusted deadline from Accessibility. If the adjusted deadline is agreed by Accessibility, they will then update the deadline in SITS via their My Falmouth view. This means that emails will no longer be sent to request adjusted deadlines and the Excel tracker will not be maintained.

The student will now be able to see their personalised deadlines in their My Falmouth view, rather than just the standard deadline for the majority of the cohort.

How to Check for Adjusted Deadlines

Log in to My Falmouth

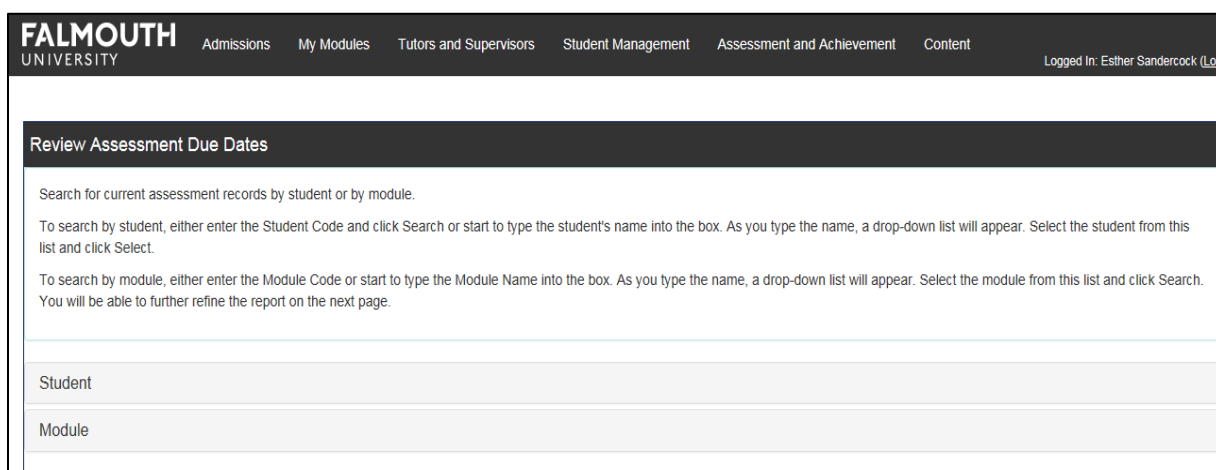
Go to Assessment and Achievement > View Module and Student Assessment Due Dates



The screenshot shows the Falmouth University navigation bar with the following items: Admissions, My Modules, Tutors and Supervisors, Student Management, and Assessment and Achievement (which is highlighted in blue). Below the navigation bar is the 'Assessment and Achievement' section header. Underneath, there is a list of options: 'Assessment Submission' (highlighted in blue), 'Update Assessment Due Dates', 'Update Referral/Deferral Due Dates', 'View Module and Student Assessment Due Dates' (highlighted in grey with a red arrow pointing to it), and 'Scan Assessment Cover Sheets'.

If you don't have access to this container, please email sits@falmouth.ac.uk

You can then either look up by whole module or by student:



The screenshot shows the 'Review Assessment Due Dates' search interface. At the top, it says 'Search for current assessment records by student or by module.' Below this, there are two instructions: 'To search by student, either enter the Student Code and click Search or start to type the student's name into the box. As you type the name, a drop-down list will appear. Select the student from this list and click Select.' and 'To search by module, either enter the Module Code or start to type the Module Name into the box. As you type the name, a drop-down list will appear. Select the module from this list and click Search. You will be able to further refine the report on the next page.' At the bottom, there are two input fields labeled 'Student' and 'Module'.

When looking up a student, you can enter their student code without the /*, or begin to type in their name:

Review Assessment Due Dates

Search for current assessment records by student or by module.

To search by student, either enter the Student Code and click Search or start to type the student's name into the box. As you type the name, a drop-down list will appear. Select the student from this list and click Select.

To search by module, either enter the Module Code or start to type the Module Name into the box. As you type the name, a drop-down list will appear. Select the module from this list and click Search. You will be able to further refine the report on the next page.

Student

Student Code

Module

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If a student has an adjusted deadline, an asterisk will appear after the due date:

You can filter the report by entering a value in the Search bar, e.g. entering "Closed" will display all assessments that have the Submission Status of "Closed - Deadline Missed".

The report can be exported by using the buttons at the top of the table. However, please be aware that the data is subject to change which will not be reflected in any export.

Hovering the cursor over the Submission Status and values with an asterisk (*) will display more information.

Copy CSV Excel PDF Print Search:

Mod. Code	Module Name	MAB Seq.	Asses. Name	Submission Status	Due Date	Due Time	Received Date	Rec. Time
PHO240	Photographic Practice 6 Portfolio Development	1	Portfolio	To be Submitted	02/May/2017	09:00		
PHO240	Photographic Practice 6 Portfolio Development	2	Critical Review	To be Submitted	02/May/2017	09:00		
PHO250	Research Project Preparation	1	Dissertation Proposal (2000 words)	Submitted	29/Mar/2017*	12:00	07/Mar/2017	14:31
PHO260	Technologies, Techniques & Professional Practice 2	1	Presentation of Client Brief Portfolio	To be Submitted	05/May/2017*	17:00		

Due Date for this assessment has been adjusted

You can also use the 'Search' box to look for a specific criteria, e.g. module or assessment name, or use the arrows at the top of the columns to sort by that field.

The module view will identify all students with an adjusted deadline.

Select the correct module:

Review Assessment Due Dates

Search for current assessment records by student or by module.

To search by student, either enter the Student Code and click Search or start to type the student's name into the box. As you type the name, a drop-down list will appear. Select the student from this list and click Select.

To search by module, either enter the Module Code or start to type the Module Name into the box. As you type the name, a drop-down list will appear. Select the module from this list and click Search. You will be able to further refine the report on the next page.

Student

Module

Academic Year

Module

PHO250 Research Project Preparation

Search by the correct assessment name and then sort by Due Date.:

Review Assessment Due Dates

Below are the assessment records for **Research Project Preparation (PHO250)** in the academic year **2016/17**.

You can filter the report by entering a value in the Search bar, e.g. entering "Closed" will display all assessments that have the Submission Status of 'Closed - Deadline Missed'.

The report can be exported by using the buttons at the top of the table. However, please be aware that the data is subject to change which will not be reflected in any export.

Hovering the cursor over the Submission Status and values with an asterisk (*) will display more information.

Copy CSV Excel PDF Print

Search: Proposal (2000 words) x

Student	Surname	Forename	MAB Seq.	Asses. Name	Submission Status	Due Date	Due Time	Received Date	Rec. Time
1401159	Leissle	Alana	1	Dissertation Proposal (2000 words)	Closed - Deadline Missed	22/Feb/2017	12:00		
1401432	Ridsdale-Smith	Amy	1	Dissertation Proposal (2000 words)	To be Submitted	22/Mar/2017	12:00		

Any adjusted deadline will appear at the top or bottom of the list dependent on how many times you sort by due date, and will also have the asterisk indicator:

Review Assessment Due Dates

Below are the assessment records for **Research Project Preparation (PHO250)** in the academic year **2016/17**.

You can filter the report by entering a value in the Search bar, e.g. entering "Closed" will display all assessments that have the Submission Status of 'Closed - Deadline Missed'.

The report can be exported by using the buttons at the top of the table. However, please be aware that the data is subject to change which will not be reflected in any export.

Hovering the cursor over the Submission Status and values with an asterisk (*) will display more information.

Copy CSV Excel PDF Print

Search: n Proposal (2000 words)

Student	Surname	Forename	MAB Seq.	Asses. Name	Submission Status	Due Date	Due Time	Received Date	Rec. Time
1502011	Harvell	Rebecca	1	Dissertation Proposal (2000 words)	Submitted	29/Mar/2017*	12:00		
1401432	Ridsdale-Smith	Amy	1	Dissertation Proposal (2000 words)	To be Submitted	22/Mar/2017	12:00		
1401748	Bunce	Isabella	1	Dissertation Proposal (2000 words)	To be Submitted	22/Mar/2017	12:00		
1401760	Williams	Freya	1	Dissertation Proposal (2000 words)	To be Submitted	22/Mar/2017	12:00		

As students can request 5 or 10 days, not all students will have the same adjusted deadline for the same assessment.