

Christmas Closure Information

Assessment submissions & Extenuating circumstances

INTRODUCTION

QMUL will be **closed** for the Christmas period from **25 December 2025 to 4 January 2026**. During this time, access to support and processing of Extenuating Circumstances claims will be limited.

This guide explains what to do if you have upcoming assessment deadlines, need an extension, or experience technical issues with submission during the closure period.

KEY DATES

University closure

25 Dec 2025 to 4 Jan 2026

Recommended EC submission

Before 24 Dec 2025

QMplus Issue when uploading?

If you are unable to submit during the closure period:

Create an AskQM ticket under
Programme and Module Support > Assessments

Upload your completed assessment

Briefly explain what went wrong on QMplus

Your work will be reviewed once the University reopens.
Late penalties can apply.

If you experience technical issues, you must keep clear evidence and submit this with your EC claim. Please note that technical issues are not usually covered under the [EC policy](#). However, due to the Christmas closure period, they will be considered on a case-by-case basis.



Self-certifications

Self-certification provides a maximum 7-day extension. You must submit your work within the new granted deadline.

Any submissions made after the new deadline will be subject to late penalties, in line with Late Submission of Assessments.

If your self-cert or EC is submitted before the closure, we will aim to process before the University closes.

If your self-cert or EC is submitted during the closure, it will be processed once the University reopens.

If a late penalty is applied during the closure, but you submitted within your valid 7-day self-cert period, the late penalty can be removed once your claim is processed after reopening.



Need support over the holiday period?

Even while QMUL is closed, a range of services remains available: from emotional wellbeing and crisis support to library and residential services. For full details, [visit the QMUL Christmas Holiday Support page](#).



Deadlines pre-closure

Please aim to submit your work by the original deadline where possible. This will allow time to resolve any unexpected IT issues before the Christmas closure.

Students are encouraged to make every effort to meet their deadlines so they can make full use of the winter break.



Extenuating circumstances

If unexpected circumstances beyond your control affect your ability to meet an assessment deadline, you should submit an Extenuating Circumstances claim via MySIS at the earliest opportunity, so that the team can process this as soon as possible.

Students should continue working on their assessment while their claim is being reviewed.

Extenuating Circumstances claims must be submitted using the relevant form on MySIS.



Standard & Disability claims

For Standard EC claims (with evidence) and disability-related EC claims, students should indicate an extension date of: **Up to 7 January 2026**

Any claims that cannot be processed during the Christmas closure period will be processed once the University reopens.

You should continue working on your submission and aim to submit by **7th January 2026** while your claim is being reviewed.

Students must ensure they have read the EC Policy and that any supporting evidence meets the required criteria.

