

This guide covers:

- [Key considerations before using a DAP](#)
- [How to submit a DAP on Portico](#)

The Delayed Assessment Scheme entitles all taught students to three Delayed Assessment Permits per Academic Year. The permits grant you pre-determined flexibility on eligible assessments. to wait for approval, however, the mitigation provided. If you use all three of your DAPs, flexibility

For emergencies that are significantly disruptive, sudden, unexpected and beyond your control you should [submit an Extenuating Circumstances claim](#) regardless of whether you have DAPs remaining.

You should read the [Delayed Assessment Scheme regulations](#) before submitting a DAP on Portico and ensure you want to use a DAP for this assessment. The regulations cover the mitigations that you are entitled to, limitations, deadlines and key questions to consider before you submit a DAP.

Be aware that once you submit your DAP, the relevant mitigation will be automatically applied. **You will not be able to withdraw or cancel this.**

1. Log in to [Portico](#) and click on the **MyStudies** tab in the navigation bar.



2. Click **Delayed Assessment Scheme - Permits – View and Add** within the Delayed Assessment Scheme & Extenuating Circumstances section.

3. You will see your Delayed Assessment Permit homepage.

In the **My Delayed Assessment Permit history** section, you will be able to see all permits that you have drafted but not yet submitted and permits that you have submitted. Please note, you cannot delete a Permit once you have submitted it.

4. Click **Apply for Delayed Assessment Permit** in the **Actions** section.

5. Review the introduction and guidance page to ensure that you understand the impact of using a DAP and are happy to proceed. If so, tick the confirmation checkbox and then click **Next**.
6. The modules which you can use a DAP for will be listed. Click **Select Module** for the relevant module.
7. Your assessments will be listed and the assessments eligible for a DAP for will have a **Select Assessment** button. Click **Select Assessment** for the relevant assessment.
8. You will be prompted to select a reason for using the DAP. The reason that you select will not affect you or the use of your DAP but will help to inform UCL of how we can better support students in the future and will help us to signpost any relevant support to you.

Select a reason from the drop-down list and then click **Next**.

- 9.

Check that you have selected the right module and assessment and that you understand