



This guide covers:

[Key considerations before using a DAP](#)

[How to submit a DAP on Portico](#)

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

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, permits that you have submitted and permits that you withdrew before submitting. 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**.

9. You will now see the **Confirm DAP submission** screen.

Check that you have selected the right module and assessment and that you understand what the mitigation will be and any impact that it will have.

Click **Submit to proceed** and then review the information provided in the pop-up window and click **Submit DAP** to proceed.

You will now be returned to your Delayed Assessment Permit homepage. Your submitted permit will show in the Permits Submitted section and the statement in the actions section will be updated to reflect the DAP that you have used and the number of DAPs you have remaining this Academic Year. You will also receive an email confirming that you have used a DAP.

10. You can view the new deadline date for extensions in the Delayed Assessment Permit section of your Delayed Assessment Permit homepage: click on the **Permits Submitted bar** and then click **View** for the relevant permit.

For deferrals,