

COURSEWORK DEADLINE EXTENSION REQUEST FORM

For undergraduate and taught postgraduate students

TO BE COMPLETED BY THE STUDENT

Please note: you may use this form to request an extension for more than one assessment component within a module, but you must complete separate forms if you require extensions for two or more modules

Student name:

Student number:

Student email:

Code and title of module:

Please list the assessment components for which you require an extension:
(e.g. essay, book review)

Original submission date(s):

Please state your reason(s) for being unable to submit your assessment on time:

Supporting evidence attached? **Yes / No** (delete as appropriate)

*If **no**, please state your reason(s) for being unable to attach supporting evidence at this time and give an indication of when your Department can expect to receive this evidence. Please note that, if you do not present supporting evidence that clearly demonstrates why you require an extension, your extension will be rescinded and a mark of zero will be given for the assessment at the subsequent Examination Board.*

Please note:

- Extensions can only be granted where there are **clear medical/personal circumstances** (supported by independent documentary evidence) that have affected your ability to submit coursework on time.
- If an extension is granted, it will be for a period **of between one and fourteen calendar days**, our responsibilities under equality legislation notwithstanding. However, you should note that it is not possible to grant extensions which mean you will be submitting work after the last day of the examination period for the semester in which your work is due. In some cases, this may mean that the maximum extension period available will be less than fourteen calendar days. If this will not be sufficient, you are advised to follow the Special Circumstances procedure: (www.aber.ac.uk/en/academic/special-circumstances/).
- You should submit this form to the **[CS office]** **at least three working days** prior to the deadline. Requests received less than three days prior to the deadline will normally be considered by the Departmental/Institute Special Circumstances Board, and students are advised to follow the Special Circumstances procedure. The only exception to this requirement will be where it is clear from the evidence that you provide that the medical/personal circumstances have arisen within this three day period.
- If you are unable to present supporting evidence with your form, you must give clear reasons for being unable to do so and also give your Department an indication of when the evidence will be provided. Evidence must, at the very latest, be provided by the last day of the examination period in the given semester. Please note that, if you do not present supporting evidence that clearly demonstrates why you require an extension, your extension will be rescinded and a mark of zero will be given for the assessment at the subsequent Examination Board.
- Decisions regarding requests will be communicated to the student by email **within 2 working days** of receipt of the request.
- **Retrospective requests for extensions will not be considered.** In cases where the deadline is missed, students are advised to follow the Special Circumstances procedure (see above).
- There will be some elements of assessed work for which it may not be possible to grant an extension, for example, a group presentation or an assessed group performance. You should check with your Department before submitting this form if you are unsure as to whether an extension may be granted.

TO BE COMPLETED BY THE [CS designated Extensions Officer]:

Evidence attached?

YES

☐

NO

☐

PENDING

☐

Extension approved?

YES

☐

NO

☐

Comments:

Decision made by:

New submission date:

Date of email notification to student:

TO BE COMPLETED BY DEPARTMENTAL OFFICE:

Received by:

Time and date:

REQUESTING A COURSEWORK DEADLINE EXTENSION

When can I request an extension of a coursework deadline?

- Deadline extensions can only be granted where there are **clear medical/personal circumstances** (supported by independent documentary evidence) that have affected your ability to submit coursework on time. Acceptable documentary evidence includes, but is not limited to:
 - a medical/health certificate with relevant date to the assessment
 - a death certificate
 - a letter of support/explanation from a support service in the University, or other appropriate external support organisation, for full details of the types of letter that may be provided by the University, please visit: <http://www.aber.ac.uk/en/student-support/letters/>
 - where your ability to submit coursework on time has been affected by circumstances involving a third party, you should submit independent documentary evidence that explains the impact that this has had on you

Documentary evidence that will not be accepted includes, but is not limited to:

- self-certification
 - a statement written by you
 - a medical/health certificate that is not relevant to the date of the assessment
- The following are **not legitimate reasons for requesting an extension**:
 - problems with computers or printing
 - lack of access to resources
 - illness for which no medical evidence is available
 - more than one deadline on the same day
 - inability to answer question or struggling with material
 - crisis games, performance productions, departmental study trips
 - non-academic activities (e.g. military training)

What do I need to do to request an extension of a coursework deadline?

- Only the departmental **Extensions Officers** can grant extensions, and only when the Coursework Deadline Extension Application Form has been filled in and submitted.
 - **Part One Extensions Officer:** [Chris Loftus - cwl]
 - **Year 2 Extensions Officer:** [Angharad Shaw - ais]
 - **Year 3 Extensions Officer:** [Nel Taylor - nst]
 - **Masters Extensions Officer:** [Edel Sherratt - eds]
- You should submit the Coursework Deadline Extension Request Form and supporting evidence to the **[CS office]** at **least 3 working days** before the deadline. Requests received less than 3 working days before the deadline will normally be considered by the Departmental/Institute Special Circumstances Board, and students are advised to follow the Special Circumstances procedure (www.aber.ac.uk/en/academic/special-circumstances/). The only exception to this requirement will be where it is clear from the evidence that you provide that the medical/personal circumstances have arisen within this three day period.
- The Extensions Officer will consider your application, and will inform you of the outcome **by email** within **two working days** of receipt of the request.
- **Retrospective requests for extensions will not be considered.** In cases where the deadline is missed, students are advised to follow the Special Circumstances procedure (see above).
- If you want to talk to the Extensions Officer directly, please email them to arrange a time to meet (see contact details above).

What are the criteria used by the Extensions Officer when deciding whether or not to award an extension?

In deciding on whether or not to grant an extension request, the Extensions Officer will consider the following questions:

1. Is the documentary evidence provided in support of the extension request sufficient/satisfactory?

If the answer to this question is no, then an extension request will not be granted.

The Extensions Officer may ask for more evidence to be provided to support the extension request; in all but the most exceptional of cases, we would expect this evidence to be submitted before the original coursework deadline.

If you are unable to present supporting evidence with your form, you must give clear reasons for being unable to do so and also give your Department an indication of when the evidence will be provided. Evidence must, at the very latest, be provided by the last day of the examination period in the given semester.

You should note that, if your extension is granted in these circumstances and you fail to present supporting evidence that clearly demonstrates why you require an extension, your extension will be rescinded and a mark of zero will be given for the assessment at the subsequent Examination Board.

If the answer to this question is yes, then an extension will be granted. You will be expected to submit your work at the same time of day as you would have been had you not received an extension. For example, if your original deadline was 3.00pm on Wednesday 3 November and you are given a one week extension, you will be required to submit by an extended deadline of 3.00pm on Wednesday 10 November.

2. What is the timing/duration/magnitude of the medical/personal circumstances in relation to the deadline for submitting the coursework?

The Extensions Officer will consider whether the circumstances described have affected your ability to submit your work on time.

Timing: If the circumstances arise shortly before the deadline, and assuming that the circumstances are deemed to be genuine and unavoidable, then a short extension will be considered. However, if you are ill for one day three weeks before the deadline, then an extension will not be awarded.

Duration: If you are ill for one week, commencing three weeks before the deadline, an extension of a few days will be considered. However, if you are ill for a longer period, commencing three weeks before the submission deadline, a longer extension will be considered.

Magnitude: This is often difficult to assess since the same set of circumstances can affect students in different ways; common sense needs to prevail.

The general principle that the Extensions Officer will follow is to match the length of any extension to the time you lost working on the actual assignment; this may not necessarily equate to (i.e. it may be less than) the period of time that you were ill or unavailable to attend the University.

Extensions will be granted for a period of between one and fourteen calendar days, our responsibilities under equality legislation notwithstanding. By calendar days, we mean that weekends and holiday periods are included, therefore your work may be due in on a Saturday or a Bank Holiday or during one of the University vacation periods. Your Extensions Officer will take into account the type of work you are submitting when setting your revised deadline and will consider whether or not it will be practical for you to submit work outside of normal office hours.

If the Extensions Officer considers that the circumstances described are so severe as to make it impractical for you to complete your work within the maximum extension period possible, you will be directed to follow the Special Circumstances procedure. This means that you will need to complete the Special Circumstances form and submit this with your original supporting documentary evidence for consideration by the Department/Institute Special Circumstances Board.

3. Given the other study commitments of the student, and the medical/personal circumstances presented, would it have been reasonable to expect the student to complete the assignment by the original submission deadline?

If YES, then an extension should not be granted.

If NO, then an extension should be granted.

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Contact:	Emma Williams, Director, AQRO (aqrstaff@aber.ac.uk)		