

# Extension Request Form

To be completed by undergraduate or postgraduate taught students seeking an approved extension to the hand in deadline for a piece of assessed work.



All students are expected to hand in all assessed work in accordance with published deadlines. Work submitted late will be subject to a penalty. (See note 13 overleaf)

However, students who have good cause may request an approved extension to an assignment deadline. This form should be used to request an extension. Extensions should be requested BEFORE the hand-in deadline. The extension request should be submitted to the designated member of staff in your School.

<b>Student Name – in FULL:</b>			
Student Number:			
Programme of study:			
Stage of study (if approp):			
Name of tutor:			
Student Telephone Number		Student Email:	

**Which assessment(s) do you need an extension for?** (See note 11):

Module code	Assessment title / details:	Published Hand-in date	Requested hand-in date (See note 7):

**Briefly outline the reason why an extension is requested.** (See note 9)

**Evidence provided in support of this request.** (See note 10)

- 1.
- 2.

Signature of student:

Date:

Do we have your permission to consult any appropriate members of staff?

YES / NO

**For use by the School:**

Extension request	Approved / Not Approved	Revised submission Date (s)	Staff name / signature	Decision Date:	Student informed	Marker informed	DPD informed (if in other School)

Other Comments:

# Student Extension Request Form.

Related to the University Policy on Late Submission of Assessed Work, effective from 2008/09 – [www.ncl.ac.uk/aqss/gsh/](http://www.ncl.ac.uk/aqss/gsh/)

## Notes for students on the Extension Request Form and process.

- 1 You are expected to hand in all assessed work in accordance with published deadlines. This ensures fairness to all students as all students are given the same time to complete assignments. Students who submit late do not get the advantage of feedback given to students who submit promptly and marker(s) can benchmark student work correctly when they mark assignments together.  
  
Delayed hand-ins can adversely affect other students if marks and feedback for the whole group need to be delayed while late work is marked. It is also unfair for staff to have to complete marking over an extended period. Extensions are therefore only granted in exceptional circumstances.
- 2
  - Where students have good reason for requesting an extension to an assignment hand-in deadline, extensions will be considered. Good reasons are normally those associated with unexpected medical problems or disabilities, close family bereavements etc. Rules are not prescriptive and each case is taken on its merits.
  - It is your responsibility to ensure that work is handed in on time. You are advised to ensure that work is handed-in (or at least ready to be handed-in) BEFORE the deadline. Last minute problems – e.g. with buses or printers – are not valid grounds for seeking an extension.
- 3 Each School will have a policy on how extension requests are managed and any particular inclusions/exclusions that may apply. Refer to those procedures – ideally before submitting an extension request. Note that for some assignments, extensions may not be possible. Extension requests should be submitted to the school that runs your programme. Note that policies may vary between Schools.
- 4 It is your responsibility to request any necessary extension. Normally extensions should be requested before the submission deadline. Extension requests submitted after the original hand-in date may not be approved.
- 5 In most cases, students will be expected to have informed their tutor (or other member of academic staff) that they are making an extension request, but you do not have to do this if you would rather that your tutor did not know.
- 6 In accordance with the Data Protection Act 1998 and University procedures, the School will designate a member of staff, or small team, to consider the extension request and evidence. The School will log the extension request and whether it is approved. Full information will be made available to the Scrutiny Sub-Committee of the Board of Examiners. Summary information may also be made available to the Board of Examiners. The marker and your DPD will also be informed of the outcome of this application.
- 7
  - The School may only grant extensions in line with University regulations. This means that most extensions will be for short periods – generally a week or two. Extensions may be granted up to 2 weeks for undergraduate students and (exceptionally) up to 12 weeks for postgraduate taught students. The length of extension granted may vary depending on individual student circumstances.
  - For dissertations, extensions of more than a week or two may require you to pay a fee to continue to use University facilities beyond the normal period of registration.
  - Extension requests beyond the authority of the school may need to be submitted as a University Concession request. This is the process by which the University considers personal circumstances which may warrant a significant adjustment outside the normal regulations. See [www.ncl.ac.uk/student-progress/Concessions/](http://www.ncl.ac.uk/student-progress/Concessions/)
- 8 Detailed feedback on any extension request is not given. You can however expect the School to inform you if an extension has been approved.
- 9
  - You must be specific about why you are requesting an extension. Without detail your extension request is unlikely to be approved.
  - You may use additional sheets of paper if necessary.
  - If the circumstances are particularly sensitive, exceptionally, it may be appropriate to submit the form to the named person in your School in a sealed envelope, marked as 'strictly confidential' and 'for the attention of extension officer only'.
- 10 You are advised to provide evidence of the problems and the period of impact – e.g. doctor's notes, self-certification sick note, a statement of support from your tutor, letter from you employer etc. It is recognised that this is not always possible, but you need to be aware that your request is more likely to be approved if evidence is available.
- 11 Request extensions only for particular assignments where you genuinely need an extension and can justify it. Cases vary, but it is improbable that you would receive an extension for 4 assignments if you had flu for one week in the semester. You should be managing your time during the whole term so flu for one week just before the deadline should not affect all of your assignments.
- 12 It is your responsibility to ensure that the form is submitted to the appropriate place and within the required deadlines.
- 13 **If you submit work late for the original deadline or the approved extension deadline, there is a penalty.** If the work is up to 7 calendar days late the maximum mark that you get will be a pass mark (normally 40 for undergraduate and 50 for postgraduate students). If the work is more than 7 calendar days late it will be given a mark of 0.