Assessment Extension Request Form

# Guidance notes

* **DO NOT** use this form for Extenuating Circumstances claim
* Extensions cannot be granted for TCAs, Examinations, Presentations and Group Assessments
* Length of extension granted depends on the individual case
* Students can request an extension **up to 7 calendar days (1 week)**
* You can still apply for Extenuating Circumstances after this extension
* This form must be completed and **uploaded to SSP before the original submission deadline**
* Late request submission will be declined
* **Extension requests should be accompanied by relevant supporting evidence**
* Application will be declined if evidence is not provided
* Use 1 form for each assessment item
* Incomplete forms may be declined
* **The outcome of your request will only be communicated via SSP**

|  |  |
| --- | --- |
| **Part A: To be completed by the student** | |
| Full name |  |
| Student ID number (LON) |  |
| Course name |  |
| Module name |  |
| Module Leader’s name |  |
| Name of Assessment item |  |
| Original submission date |  |
| Number of days requested |  |
| Give a brief reason for extension request |  |
| Evidence attached | **Yes / No** |

|  |  |
| --- | --- |
| **Part B: To be completed by the Academic Administrator** | |
| Academic Administrator’s name |  |
| Extension granted | **Yes / No** |
| If **‘No’**, provide reason |  |
| If ‘**Yes**’, number of days granted |  |
| New date of submission |  |