

SRS Student Guide: Mitigating Circumstances and Extensions

Student Information

Student and Academic Services

UNIVERSITY OF NORTHAMPTON Waterside Campus, University Drive, Northampton,
NN1 5PH

Contents

| | |
|---|---|
| Version History..... | 1 |
| Introduction..... | 2 |
| Extensions | 2 |
| Applying for an Extension..... | 2 |
| Deferrals | 4 |
| Applying for a Deferral..... | 4 |
| Appeals | 6 |
| Appealing an extension or deferral decision | 6 |

Version History

| Date | Update Information | Who | Next Review |
|-------------|---------------------------|--|--------------------|
| 17/09/2024 | New Document | Ross Sands, Business Readiness Manager | 17/09/2025 |

Introduction

This guide is designed to guide you through applying for extensions, deferrals or appealing a decision on the SRS Student Portal. It is important that you read all supportive documentation, FAQs and policies prior to making an application or an appeal

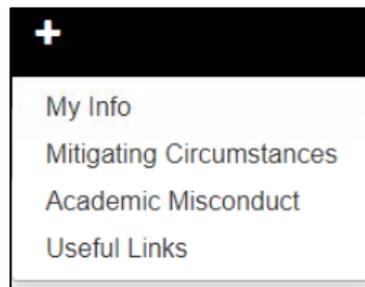
Extensions

Applying for an Extension

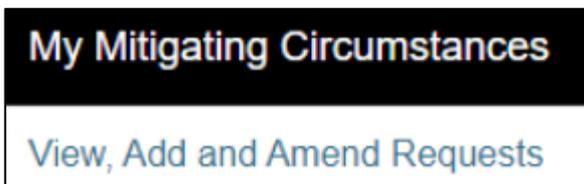
1. Login to the [SRS Student Portal](#)
2. Select Mitigating Circumstances



or



3. Click View, Add and Amend Requests



4. Click Apply for an Extension



5. Read the declaration → Click next
6. Complete the summary of circumstances including:
 - a. Describe the unforeseen circumstances and dates they occurred
 - b. Describe how the unforeseen circumstances prevented you from submitting your work
 - c. Select the nature of the unforeseen circumstances
7. Click Save and Next
8. Select the module and assessments which the extension request relates to → Click Select Assessment

| Module | Module Name | Summary | Select |
|---------|--|--------------------------------------|--------------------|
| LIT1037 | Identity under Construction: Late Twentieth-Century Literature | 0 of 1 assessments linked to request | Select Assessments |
| LIT1038 | Contemporary Shakespeares | 0 of 2 assessments linked to request | Select Assessments |
| LIT1045 | Digital Culture and Print Media | 0 of 2 assessments linked to request | Select Assessments |
| LIT1046 | Decolonising the Bookshelf | 0 of 2 assessments linked to request | Select Assessments |
| LIT1047 | Writing the Wild | 0 of 1 assessments linked to request | Select Assessments |
| LIT1049 | Reading and Writing Our World | 0 of 1 assessments linked to request | Select Assessments |

9. Complete the impact column → click select box → Click add to request

| Sequence | Type | Weighting | Attempt | Impact (student use only) | Name | Original Due Date | Extension Approved | Current Due Date | Linked to Request | Select |
|----------|------|-----------|---------|---------------------------|--------------------------------|-------------------|--------------------|------------------|-------------------|-------------------------------------|
| 1 | PS1 | 50 | 1 | Non completion | Individual Presentation 10mins | | | | No | <input checked="" type="checkbox"/> |
| 2 | TC1 | 50 | 1 | Non submission | 24hr 2000 wrd TC exercise | | | | No | <input checked="" type="checkbox"/> |

10. Repeat steps 8 & 9 for other assessments impacted

11. Click next

12. Upload supporting evidence → Browse and Upload Evidence → Follow steps to upload

Uploaded Evidence

| Document | Action |
|----------|---|
| | <input type="button" value="Browse and Upload Evidence"/> |

13. If you are not uploading evidence, then state the reason why

If you are not uploading evidence for your request you **MUST** provide a reason why

Evidence to be uploaded later

14. Click save and next

15. Review summary and confirmation screen. If any sections need amending then click the relevant buttons (e.g. Amend Assessment, Amend Evidence etc)

16. Complete the declaration section by clicking "I Agree" box → Click submit

Confirmation

I declare that

- The information provided in my application is true to the best of my knowledge
- The evidence I have provided is genuine
- I understand that the Student Support and Advice Team will have access to the information provided in relation to my request

Please note- after you have submitted your request and it is sent to the 'Academic Advisor Decision' stage you will no longer be able to make any amendments or upload additional documents.

I Agree*

17. View extension requests on the Mitigating Circumstances page under “My Extension Requests”
 - a. If you did not upload evidence during the initial application, you can select the Requests Awaiting Further Evidence section to upload the evidence
18. Once your request has been assessed your outcome will be email to you and you can view the outcome in your student portal under “My Extension Requests” → Completed Requests

| MC Reference Code | Created | Status | Decision Date | Action |
|--------------------|-------------|----------------------|---------------|---|
| ME-00000070813-001 | 16/Sep/2024 | Extension – declined | 17/Sep/2024 | <input type="button" value="View"/> <input type="button" value="View Email"/> |

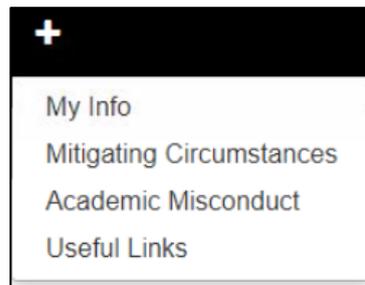
Deferrals

Applying for a Deferral

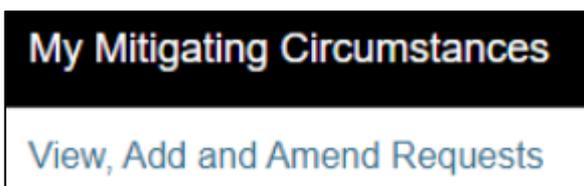
1. Login to the [SRS Student Portal](#)
2. Select Mitigating Circumstances



or



3. Click View, Add and Amend Requests



4. Click apply for a deferral



5. Read the declaration → Click next
6. Complete the summary of circumstances including:
 - a. Describe the unforeseen circumstances and dates they occurred
 - b. Describe how the unforeseen circumstances prevented you from submitting your work
 - c. Select the nature of the unforeseen circumstances

7. Click Save and Next
8. Select the module and assessments which the extension request relates to → Click Select Assessment

| Select a Module | | | |
|-----------------|--|--------------------------------------|--------------------|
| Module | Module Name | Summary | Select |
| LIT1037 | Identity under Construction: Late Twentieth-Century Literature | 0 of 1 assessments linked to request | Select Assessments |
| LIT1038 | Contemporary Shakespeares | 0 of 2 assessments linked to request | Select Assessments |
| LIT1045 | Digital Culture and Print Media | 0 of 2 assessments linked to request | Select Assessments |
| LIT1046 | Decolonising the Bookshelf | 0 of 2 assessments linked to request | Select Assessments |
| LIT1047 | Writing the Wild | 0 of 1 assessments linked to request | Select Assessments |
| LIT1049 | Reading and Writing Our World | 0 of 1 assessments linked to request | Select Assessments |

9. Complete the impact column → click select box → Click add to request

| Select Assessments Table | | | | | | | | | | |
|--------------------------|------|-----------|---------|---------------------------|--------------------------------|-------------------|--------------------|------------------|-------------------|-------------------------------------|
| Sequence | Type | Weighting | Attempt | Impact (student use only) | Name | Original Due Date | Extension Approved | Current Due Date | Linked to Request | Select |
| 1 | PS1 | 50 | 1 | Non completion | Individual Presentation 10mins | | | | No | <input checked="" type="checkbox"/> |
| 2 | TC1 | 50 | 1 | Non submission | 24hr 2000 wrd TC exercise | | | | No | <input checked="" type="checkbox"/> |

10. Repeat steps 8 & 9 for other assessments impacted
11. Click next
12. Upload supporting evidence → Browse and Upload Evidence → Follow steps to upload

| Uploaded Evidence | |
|----------------------------|--------|
| Document | Action |
| Browse and Upload Evidence | |

13. If you are not uploading evidence, then state the reason why

If you are not uploading evidence for your request you MUST provide a reason why

Evidence to be uploaded later

14. Click save and next
15. Review summary and confirmation screen. If any sections need amending then click the relevant buttons (e.g. Amend Assessment, Amend Evidence etc)
16. Complete the declaration section by clicking "I Agree" box → Click submit

Confirmation

I declare that

- The information provided in my application is true to the best of my knowledge
- The evidence I have provided is genuine
- I understand that the Student Support and Advice Team will have access to the information provided in relation to my request

Please note- after you have submitted your request and it is sent to the 'Academic Advisor Decision' stage you will no longer be able to make any amendments or upload additional documents.

I Agree*

Exit Submit

17. View deferral requests on the Mitigating Circumstances page under “My Deferral Requests”

- a. If you did not upload evidence during the initial application, you can select the Requests Awaiting Further Evidence section to upload the evidence

18. Once your request has been assessed your outcome will be email to you and you can view the outcome in your student portal under “My Extension Requests” → Completed Requests

Completed Requests 1

| Deferral Reference Code | Created | Status | Decision Date | Action |
|-------------------------|-------------|---------------------|---------------|-----------------|
| MC-00000070813-001 | 17/Sep/2024 | Deferral – declined | 17/Sep/2024 | View View Email |

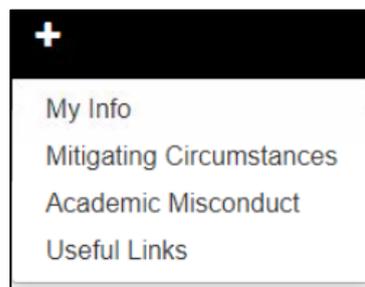
Appeals

Appealing an extension or deferral decision

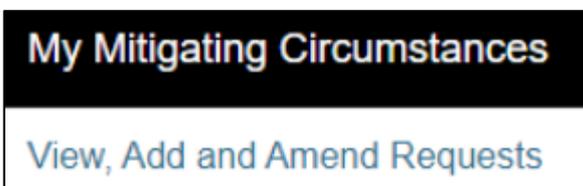
1. Login to the [SRS Student Portal](#)
2. Select Mitigating Circumstances



or



3. Click View, Add and Amend Requests



4. Select Appeal a Decision



5. Read the guidance declaration → Click next
6. View and select the decision which you would like to appeal

Select Decision

Please select the decision you wish to appeal against from the list below.

| Deferral Requests | | | | |
|-------------------------|-------------|---------------------|---------------|-------------------------------|
| Deferral Reference Code | Created | Status | Decision Date | Action |
| MC-000000070813-001 | 17/Sep/2024 | Deferral – declined | 17/Sep/2024 | View View Email Select |

| Extension Requests | | | | |
|--------------------------|-------------|----------------------|---------------|-------------------------------|
| Extension Reference Code | Created | Status | Decision Date | Action |
| ME-000000070813-001 | 16/Sep/2024 | Extension – declined | 17/Sep/2024 | View View Email Select |

7. Describe the summary of your appeal

Summary of Appeal

Please be as clear and concise as possible and note that there is a 5000 character limit within the box provided.

State clearly how the decision was not consistent with the University's Mitigating Circumstances policy. You may provide evidence if appropriate later in this process.

5000 Characters Remaining

Exit **Save and Next**

8. Upload supporting evidence for your appeal → Click save and next

Upload Supporting Evidence

Uploaded Evidence 0

| Document | Action |
|-----------------------------------|--------|
| Browse and Upload Evidence | |

9. Review summary and confirmation screen. If any sections need amending then click the relevant buttons (e.g. Amend Assessment, Amend Evidence etc)
10. Complete the declaration section by clicking "I Agree" box → Click submit

Confirmation

I certify that

- The information I have entered on my request is correct to the best of my knowledge
- I have where appropriate uploaded my evidence to support my request
- I understand that appropriate staff will have access to the information provided in relation to my request

Please note - after you have submitted your request, you will no longer be able to make any amendments or upload additional documents.

I Agree (required)*

[Exit](#) [Submit](#)

11. View appeal requests on the Mitigating Circumstances page under “My Appeal Requests”

Appeals Under Consideration 1

| Appeal Reference Code | Created | Status | Action |
|-----------------------|-------------|-------------------------|----------------------|
| MA-000000070813-001 | 17/Sep/2024 | Appeal - Final Decision | View |

12. Once your request has been assessed your outcome will be email to you and you can view the outcome in your student portal under “My Appeal Requests” → Completed Appeals

Completed Appeals 1

| Appeal Reference Code | Created | Status | Decision Date | Action |
|-----------------------|-------------|----------|---------------|---|
| MA-000000070813-001 | 17/Sep/2024 | Approved | 17/Sep/2024 | View View Email |