

# **Guidance for Extensions and Extenuating/Mitigating Circumstances**

**2025-26**

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# 1. Purpose and Scope

Occasionally, circumstances beyond students' control may affect their ability to submit work on time. In these cases, it is possible for students to request a short-term extension.

If a short-term extension of one week is not sufficient, students can make a claim [for extenuating circumstances for Wrexham University \(EC\)](#)<sup>1</sup> or [mitigating circumstances for Birkbeck University and University of Northampton \(MC\)](#).<sup>2</sup>

Extensions are **not** available for exams, presentations or time-constrained assessments. Students may request postponing class presentations directly with the Module Leader, who will determine whether the ground/s are sufficient to reschedule the presentation.

This document provides guidance to staff and students on:

- The grounds for extension, EC and MC requests
- The request and consideration process
- Implications for the student's course and progression

# 2. Definitions and key principles

Students experiencing short-term serious problems beyond their control or ability to foresee, may be eligible to request a short extension of one or two weeks, or to report extenuating/mitigating circumstances, requesting a longer term extension. Both options allow the student to submit at a later date for the full range of marks.

## **Situations that may be considered valid circumstances for extensions and extenuating/mitigating circumstances**

- Acute and unexpected illness
- Bereavement
- Illness of a close family member
- Unexpected caring responsibilities
- Major family crisis
- Severe disruption of personal life
- Jury service

## **Situations that would NOT be considered valid circumstances for extensions and extenuating/mitigating circumstances**

- Common cold symptoms lasting less than one week
- Clashing deadlines
- 'Normal' (i.e. not unexpected) work commitments
- Travel issues, e.g. traffic, cancelled trains, etc.
- Planned holidays or events
- Misreading or being unaware of timetables, submission information or deadlines
- Late enrolment
- IT issues, e.g. losing work that was not backed up elsewhere, frozen laptop, etc.
- Needing more time to improve the assignment
- Voluntary participation in an event
- Submitting in the wrong submission area

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<sup>1</sup> <https://www.bil.ac.uk/qem/section-3/>

<sup>2</sup> <https://www.bil.ac.uk/qem/section-3/>

### 3. Requesting an extension

#### 3.1 Birkbeck, University of London

There are two types of mitigating circumstances claim that students enrolled on a Birkbeck programme can request:

**Late submission:** for students that have missed the original deadline, but have/can still submit within the two-week late period.

**Non-submission:** for students that have missed an examination, or the original assessment deadline, and are unable to submit within the two-week late period.

Students can make a claim for mitigating circumstances by completing the Mitigating Circumstances Form. The claim must be submitted no earlier than 14 calendar days before the original date of an assessment and no later than 14 calendar days afterwards. If there is a valid reason for applying outside this window, the student must include this information as a support statement, otherwise the claim will be automatically rejected.

Students will be asked to indicate their preferred resolution, depending on the type of MC:

1. No penalty for a submission made during the two-week late submission period. In this instance, the student will submit using the same first-sit assessment brief.
2. Deferral to a later submission beyond the two-week late period. In this instance, the student will submit using a new resubmission assessment brief. The brief and resubmission deadline are both available on Canvas. A holding grade of 3% will be added to reflect the approved deferral.

It may not be possible to offer late submission for some assessments or for exams. In these instances, if the application is accepted, the student will be offered the opportunity for deferral instead.

#### Supporting evidence

1. First MC claim of the academic year:  
Students are not required to upload evidence. A supporting statement should be provided, explaining how the student's circumstances affected their work or studies.
2. Second MC claim of the academic year:  
Students should upload supporting evidence. If there are valid reasons for not doing so, the student should explain these in the statement. The panel will use their discretion to determine whether to accept the claim without evidence, and may request more information before making a final decision.
3. Third MC claim of the academic year:  
Supporting evidence must be provided. Students making multiple claims within the same academic year should speak to their Course Leader and to the Student Engagement, Wellbeing and Success team, as other processes or forms of support may be more beneficial.

**Progression may be impacted for students that have been granted extensions in more than one module.** Such cases are reviewed by Registry and the outcome is communicated to the student as necessary.

## 3.2 Wrexham University

Students can request a one-week extension by completing the [Extension Request Form](#)<sup>3</sup> **before the assessment deadline**.

**Supporting evidence is required.** Students are advised to contact their Module or Course Leader to discuss their circumstances before applying for an extension.

Students must fill in one form for each item of assessment.

An additional extension of one week (two in total) may be granted if the following applies:

1. The student already has a one week extension in place, due to a reasonable adjustment registered with the Disability and Wellbeing Team,
2. The student is experiencing additional circumstances which prevent them from undertaking the assessment as required.

Students that meet the above criteria are advised to contact the Academic Administration Team and their Course Leader to discuss the reason for the additional extension. The student may then request a second week's extension using the extension request form, **before** the current extended deadline. Supporting evidence is required.

No short-term extensions can be granted for resits/resubmissions following failure at the first attempt.

A one-week extension may be granted for an assessment that was deferred at the first attempt due to approved extenuating circumstances.

Students granted a one-week extension will submit using the same assessment brief.

## 3.3 University of Northampton

Students can request a one-week extension by completing the [Extension Request Form](#)<sup>4</sup> **before the assessment deadline**.

**Supporting evidence is required.** Students are advised to contact their Module or Course Leader to discuss their circumstances before applying for an extension.

Students must fill in one form for each item of assessment.

In some exceptional circumstances, when evidence is provided, an extension of 14 days can be provided. This is only available at the first opportunity and not at resit.

A one-week extension can be granted at the second opportunity. Students may also submit up to one week late without an approved extension. In both cases, the mark will be capped.

A one-week extension may be granted for an assessment that was deferred at the first attempt due to approved extenuating circumstances.

Students granted a one-week extension will submit using the same assessment brief.

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<sup>3</sup> <https://www.bil.ac.uk/student-services/forms/>

<sup>4</sup> <https://www.bil.ac.uk/student-services/forms/>

## 4. Extenuating circumstances and mitigating circumstances

### 4.1 Wrexham University and University of Northampton

Students submit claims directly to the University within 15 working days of the date of assessment. Supporting evidence is required. If the claim or supporting evidence is submitted outside the 15 working day window, the student must show good reason for the lateness of the request.

Bloomsbury Institute is not directly involved in the process. The Academic Administration team will be informed by the University when students have submitted an application and the outcome of the application.

Approved requests for **first sits** allow students to submit an assessment or sit an exam for the first time at a later date and receive an uncapped grade. The new deadline for this first-sit will be scheduled at the same time as the resit deadline for that module.

Approved requests for **resits** allow students to submit an assessment or sit an exam for the resit at a later date. The resit grade will still be capped. The new deadline will be confirmed by the Assessments team.

A student who submits an assessment or attends an examination is normally considered to have declared themselves 'fit to sit'. Any subsequent claim that performance in that examination or in-class test was affected by illness will only be accepted in exceptional circumstances. A medical note should be submitted in support of a formal claim. Wrexham University students must submit the claim within 15 working days of the date of the examination/in class test. University of Northampton students must submit the claim within 7 working days of the examination/in class test.

#### Please note:

- When submitting the request, students must please provide full details as to why the request is being made.
- Students with approved extenuating/mitigating circumstances submit their assessments using a new resubmission assessment brief. The brief and the resubmission deadline are both available on Canvas.
- A holding grade of 3% is added to Canvas to reflect approved extenuating/mitigating circumstances.
- **Progression may be impacted for students that have been granted extensions in more than one module.** Such cases are reviewed by Registry and the outcome is communicated to the student as necessary.

### 4.2 Supporting evidence

Documentary evidence is not required for a short-term, self-managed exacerbation of a long-term condition that is already registered with Bloomsbury Institute, unless this occurs repeatedly, in which case students may be asked for additional evidence of engagement with appropriate services to manage the condition.

The following evidence can be provided in support of an extension, EC/MC request:

- Medical certificate or letter
- Evidence of a long-term disability or health condition – the same evidence can be used more than once, but must be attached to each request
- Legal or official documents
- Prescriptions
- Crime reference numbers
- Supporting statement from an academic tutor or member of Student Engagement Wellbeing and Success Team (SEWS)

The following evidence will **not** be accepted:

- Transport tickets or booking confirmations
- Private messages (e.g. WhatsApp)
- Photos or videos of injuries, medication without names or dates, COVID Lateral Flow tests
- Photos or videos of the student and/or friends and family in the hospital/at funerals

## **5. Late submission**

### **5.1 Birkbeck, University of London**

Work submitted up to 7 calendar days late will have 10% deducted from the original mark awarded. Where the original mark awarded was above the pass mark (40% for undergraduate level; 50% for postgraduate level), the deduction will reduce the mark to no less than the pass mark. No penalty should be applied if the original mark for the late work was at or below a pass.

Work submitted more than 7 calendar days late will receive a late capped penalty mark according to the respective pass threshold (40% for undergraduate modules and 50% for postgraduate modules). The absolute cut-off deadline for late submission and accompanying documentation across the College is two weeks. Work from this point on will be treated as a non-submission.

At resit, late submissions will not be accepted. All resubmission work must therefore be submitted by the deadline.

### **5.2 Wrexham University**

Work can be submitted up to 5 working days late at both the first and second opportunity. The mark for the assessment will be capped at 40.

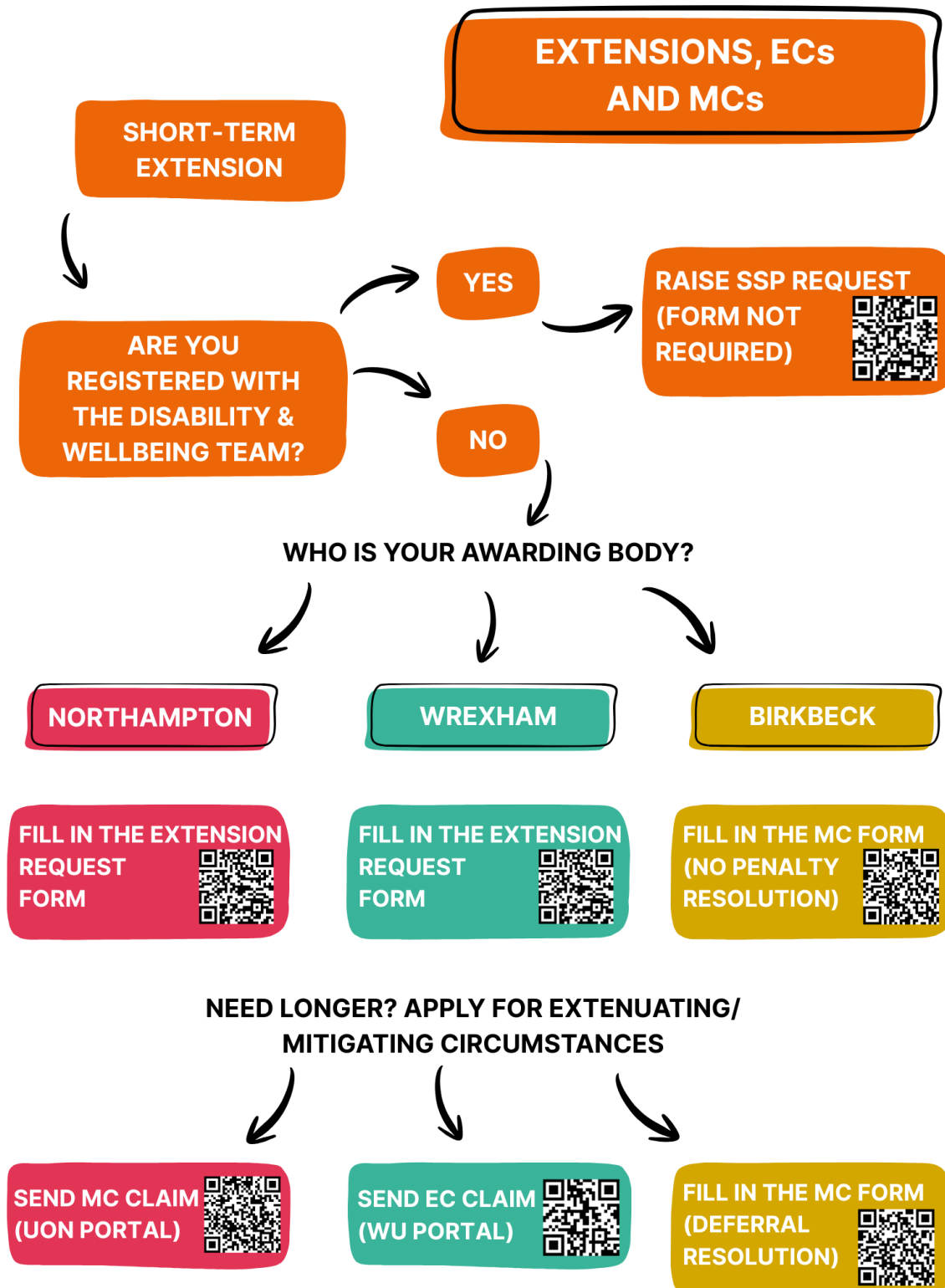
The late submission window is only open for one week from the original assessment deadline. It is not possible to submit late following an extended deadline; these submissions would not be accepted.

### **5.3 University of Northampton**

Work can be submitted up to 7 calendar days late at both the first and second opportunity. The mark for the assessment will be capped at 40.

The late submission window is only open for one week from the original assessment deadline. It is not possible to submit late following an extended deadline; these submissions would not be accepted.

## 6. Process flowchart





## 7. Relevant policies and guidance

[Academic Regulations \(Birkbeck, University of London\)](#)

[Academic Regulations \(Wrexham University\)](#)

[Academic Regulations for continuing students \(University of Northampton\)](#)

[Assessment Procedures – Birkbeck University Validated Degrees](#)

[Assessment Procedures – Wrexham University Validated Degrees](#)

[Assessment Procedures – University of Northampton Validated Degrees](#)

[Extenuating Circumstances Procedure \(Wrexham University\)](#)

[Mitigating Circumstances Policy and Procedures \(Birkbeck, University of London\)](#)

[Mitigating Circumstances Policy and Procedures \(University of Northampton\)](#)

[Evidential Requirements Guidance – Wrexham University Validated Degrees](#)