EXTENSIONS:

Guidance for Students

The University wants all students to do their best. You are expected to take responsibility for your own learning and there is evidence that shows that students perform best if they regularly attend classes and participate in all activities associated with their modules.

However it is recognised that sometimes events happen which means that students cannot undertake assessments by the due date.

This document should be read in conjunction with the University guidelines on Extenuating Circumstances.

Do these guidelines apply to all students?

These guidelines apply to all students who are taught on the University of Wolverhampton campus. Students who are taught at FE Colleges and at International partners will continue to operate through local arrangements.

What is an extension?

If an extension is granted, it allows a student to submit a piece of coursework a few days after the original submission date.

How long can I have an extension for?

The maximum extension that can be granted is 7 calendar days. If the granting of a maximum extension means that the work is now due in on a day when the University is closed, then the extension will be reduced to ensure that the work is due in when the University is open. (Particularly relevant for Christmas and Easter vacation periods)

When should I apply for an extension?

Ideally you should apply for an extension at least 7 calendar days before the original assessment submission date. It may be possible to apply nearer to the assessment submission date if the reasons for applying for an extension were not known at this time. You cannot apply for an extension after the original submission date has passed.
How can I apply for an extension?

Log into e:Vision. Go to your Programme and Modules’ page and click on the My Assessments and Extenuating Circumstances link.

Click into ‘Extension request’ next to the assessment that you wish to apply for an extension for. Follow the instructions given. You will need to provide evidence to support your evidence request and you will need to provide this before any decision is made regarding your extension request.

PLEASE NOTE THAT ANY REQUESTS MADE FOR AN EXTENSION WILL NOT BE CONSIDERED UNTIL YOU HAVE SUBMITTED SOME EVIDENCE OR CONTACTED THE STUDENT OFFICE.

What happens if there is no link to an extension request on e:Vision?

There are 3 main explanations why there may not be a link to request an extension:

1) You are trying to apply for an extension after the assessment due date and you cannot claim for an extension after the date has passed.

2) The module leader has not confirmed on e:Vision what the assessment due date is.

3) Extensions are not permitted on the assessment that you have requested.

What if I don’t have any evidence to support my request for an extension at the time of applying for it?

You may have evidence or may be able to get evidence, but not at the time of applying for an extension. If this is the case then you must contact the Student Office via the e:Vision Helpdesk prior to the assessment due date stating this. It may be the case that your extension may be approved, subject to this evidence being received within 7 days of the original assessment date. However it is your responsibility to provide this evidence within 7 days of the original assessment date. You do risk the extension request being subsequently declined if you either fail to provide any evidence or the evidence is not satisfactory.

If you don’t know what evidence can be provided, then please ask your Student Office for advice.

What assessments can I not apply for an extension for?

Because of the nature of their assessment, you cannot apply for an extension for examinations, in-class tests and other time constrained assessments. Similarly assessments involving group-work are not entitled to extensions unless an acceptable arrangement has been negotiated with the module leader. There may be other assessments that the School state extensions are not permitted.
What may be considered acceptable reasons for the granting of an extension?

Valid reasons for extension are essentially the same as those outlined in the guidelines for Extenuating Circumstances. A couple of the reasons are broader for the purposes of an extension and these have been highlighted in italics.

- The death of a close member of the family - a parent, grandparent, guardian, sibling, son or daughter. *(Members of your extended family may be accepted where you can show that this has impacted on your studies)*;
- Ill health; where the medical note indicates that the problem has affected you for a period of less than 7 days)
- IT issues – that can be supported by evidence *(does not include failure to back up work)*
- Severe weather that has had a major impact on public transport or the road network.
- Personal accident or injury;
- Acute personal or emotional trauma;
- Major and unplanned changes to student’s employment (for students in full-time employment)
- Jury service (if attendance is compulsory and cannot be deferred);

What evidence do I need to provide?

For the majority of requests, original independent evidence will need to be provided to support any extension requests. If you cannot provide original documentation at the time of requesting the extension then you are permitted to scan the evidence in and send it via the e:Vision Helpdesk. Your extension request may then be approved subject to you providing the original documentation within 7 days. Failure to provide original copies may lead to your extension request being subsequently declined.

What would NOT be considered acceptable reasons for the granting of an extension?

As a student of the University you are expected to manage minor illnesses and life events which may be distressing and occur as part of normal life. You are expected to continue studying and participating in scheduled learning activities such as, field work, in-class tests, presentations and practical’s while you cope with these problems. All employers will expect this of you as would other Universities or places of learning.

The following are some examples of when an extension will not be given:-

- Where no evidence is provided to support your claim or any dates stated in the evidence would not affect your submission.
- Poor time management.
- Minor transport delays preventing you from submitting work. *(You should not leave it until the last moment to submit assessment)*
- Arriving at the Student Office shortly after it has closed. *(You should not leave it until the last moment to submit assessment)*
- IT issues where no attempt has been made to back-up the work.
- Short term IT issues *(e.g. network problems)* preventing you from submitting work online by the correct date and time *(You should not leave it until the last moment to submit assessment)*
Please remember that an Assessment Due Date is often the latest date for you to submit your assignment and NOT the only date!

Can I submit an extension request along with a claim for Extenuating Circumstances?

Yes – although wherever possible, where you do have evidenced issues that affect your submission – you will be encouraged to submit your assessment as soon as possible after the original submission date via the extension process.

(The granting of Extenuating Circumstances allows you to submit, without penalty at the next available opportunity – however this is likely to be a new assessment topic)

What happens if my extension has been accepted?

If your request for an extension is accepted then you will be notified by e-mail notifying you of the new submission date. Your module leader will also be notified.

Your bar-coded assessment sheet will be updated with your new submission date with an indication that an authorised extension has been given. Please ensure that the bar-coded assessment sheet is printed after the extension has been authorised and is submitted with your work.

What happens if my extension has not been accepted?

If the reason why your extension has not been accepted is because you cannot provide evidence at the time of applying (or shortly after) then you may wish to consider applying for Extenuating Circumstances. Again you must do this on or before the assessment due date. Please see the University guidelines on Extenuating Circumstances for further information.

If your extension request is declined for other reasons, then you are strongly advised to submit your assessment by the due date. Failure to submit any work will lead to you being awarded 0NS for that assessment. You do have the right to appeal to the Conduct and Appeals Unit but you will have to wait some time for this to be considered.

Can I apply for an extension on a resit assessment?

Due to the short period between resit assessment due dates and Assessment Boards, then extensions are not normally granted at resit time. It may be possible to seek a very short extension of 1 or 2 days but this would normally be after consultation between the Student Office and the relevant module leader.

If you have any queries regarding the granting of extensions, please log a helpdesk call to your Student Office.
I am registered with the Student Enabling Centre and one of my allowances is that the University should be ‘sympathetic to extensions’, do I still need to apply for an extension?

No. An additional 7 days will automatically be added to your module submission date. Please note this may not be agreed for all assessments, a comprehensive list is available from the Student Enabling Centre.