**This form is to be used by students studying The Open University, Higher National Certificate / Diploma and ABC courses**

This form should be used to make a request for an extension of **up to one week** for written assessments only, if you are unable to meet the deadline for a presentation, group exercise or examination, you must apply for mitigation using the Mitigation request form OU & HN courses.

An extension request **must be submitted 24 hours before the assessment deadline.** Requests submitted after the deadline will not be considered. When completed the form should be emailed to HE@craven-college.ac.uk . Please call 01756 243506 if you have any questions.

1. Student Details

|  |  |
| --- | --- |
| Student Name |  |
| Student ID Number (e.g. 1011111) |  |
| Course Title |  |
| Year of study |  |

2. Modules / units affected by your circumstances

|  |  |  |
| --- | --- | --- |
| **Module / Unit Title and task number** | **Type of Assessment (e.g. report, essay, case study)**  | **Submission deadline** |
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|  |  |  |

3. Duration of Circumstances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** |  | **To** |  | **Ongoing, please tick**  |[ ]

4. Details of Circumstances

|  |
| --- |
| **Please provide full details of the reason for your request** Record, in detail, how your personal circumstances have affected your ability to complete the assessment(s) by the submission date.  |

6. Declaration

I certify that the information I have given on this form is correct to the best of my knowledge. I understand that the College will regard providing false information as a disciplinary offence. I agree to allow the College to hold and use this data for the purposes it was submitted in accordance with the Data Protection Act (2018).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |

**FOR OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| **Request Accepted** |[ ]  **Deadline** |  |
| **Request NOT Accepted** |[ ]  **Reason**  |  |