This form should be used to make a request for an extension or additional consideration.

For **extensions**, the request **must be submitted no later than 48 hours after the assessment deadline.**

For **additional consideration**, the request **must be submitted within 10 working days of the assessment deadline.**

Requests submitted after these deadlines will not be considered.

**Independent documentary evidence is required for all requests**

Before completing this form read the [**guidance**](#_Guidance) carefully and then indicate your choice by ticking one of the following:

Extension request [ ]  (up to 10 day extension for coursework or self-recorded presentations only)

Additional consideration [ ]  (Extended deadline of more than 10 days / presentation delivery / practical / exam / new attempt)

Before completing this form, please ensure that you have read the University of Hull [Requests for extensions and additional consideration](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hull.ac.uk%2Fchoose-hull%2Funiversity-and-region%2Fkey-documents%2Fdocs%2Fquality%2Fstudent-information%2Fucop-request-for-extensions-and-additional-consideration-v1-00-july-2022.docx&wdOrigin=BROWSELINK), particularly annexe 1, examples of acceptable evidence. It is strongly recommended that you discuss your situation with your Course Tutor or the Senior Academic Quality Officer (HE) before submitting your request.

1. **Your Details**

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

**2. Modules affected by your circumstances**

Which modules are affected and what action are you requesting as a result of these circumstances, (select only one outcome for each individual assessment).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module title and assessment task number** | **Type of assessment (report, exam, essay.** **For a presentation – include if this is self-recorded or delivered)**  | **Module Tutor** | **Submission deadline** | **Requested action** |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |

**3. Duration of circumstances**

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

**4. Details of circumstances**

|  |
| --- |
| Please explain how your circumstances have affected your ability to undertake the assessment(s).Provide as much detail as possible as the decision will be based on the information you provide and include an explanation of your supporting evidence and how it relates to your situation:  |

**5. Evidence**

Please specify what evidence you are providing in support of your request; this must cover the period of time stated in section 3 of this form:

|  |
| --- |
|[ ]  **None, I am self-certifying my absence and have explained the details of the circumstances in Section 4\*** |
|[ ]  Doctor’s note/letter |
|[ ]  Record of hospital admission |
|[ ]  Letter from consultant/specialist |
|[ ]  Police incident report |
|[ ]  Letter from court |
|[ ]  Collective Trauma, traumatic incident |
|[ ]  Other, please specify |

**\*** self-certification may be used to report short periods of illness (1 – 7 days), or events that have caused trauma. For self-certification you must provide a formal written and signed declaration to confirm you have suffered from a specific circumstance which was severe enough to prevent completing your assessment by the deadline. Any request using self-certification must still contain a clear and detailed description of the reasons for non-attendance in section 4.

**You may use the self-certification process for a maximum of two absences in a particular semester and a maximum of three absences in an academic year. If your period of illness is longer than five days, or if you have already used the self-certification process for the number of times as stated above, then you should seek medical advice and submit evidence as appropriate with your request.**

**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** |  |

Please submit this form and your evidence to the Senior Academic Quality Officer (HE) HE@craven-college.ac.uk .

Please be assured that matters of a very personal nature will be treated with discretion and sensitivity. In exceptional circumstances it is possible to submit details for the sight of the Senior Academic Quality Officer (HE) only who can be contacted on 01756 243506.

## Guidance

**Please read carefully as forms received with missing information or evidence will not be considered.**

**Application for an Extension of up to 10 days**

The extending of a submission deadline applies to course work, including presentations that are self-recorded and uploaded. Other types of assessments held on fixed dates such as a presentation delivered in person, practical assessment or examination are not applicable. **An application for an extension can only be approved if applied for no later than 48 hours after the published submission deadline and supported by appropriate documentary evidence.**

Where you feel that you require more than 10 working days, you would be advised to apply for additional consideration. If you are unsure if you need an extension or additional consideration, please contact the Senior Academic Quality Officer (HE) by email to HE@craven-college.ac.uk or call 01756 243506.

## Application for Additional Consideration

The application for additional consideration may be requested when, due to personal circumstances you are unable to complete assessments by the deadline date, including presentation delivery, practical or examination, or where you consider that the quality of your performance on a module has been adversely affected by a particular personal circumstance. **Applications for additional consideration must be submitted within 10 working days of the submission date and must be substantiated by independent documentary evidence.**

**Independent documentary evidence may be:** a medical certificate, information from NHS app that includes your name and dates, letter from an employer, statement from a member of academic staff, statement of attendance from a counsellor, police report, legal documents etc.

In exceptional circumstances completed forms may be accepted up to 10 working days after the submission date. Any information received outside of this time period will not be considered, unless you can provide evidence that you were prevented from meeting the deadline by circumstances outside your control.

All applications for additional consideration will be considered by the College; where it is satisfied that the evidence submitted is appropriate and the request for additional consideration is approved, one of the following outcomes will be applied:

* You will be given the opportunity to submit the affected assessment with a revised deadline for submission
* if an attempt at the affected assessment or examination has been made, you, after having received the mark, will be offered the opportunity of a new fresh attempt. Advice and support can be sought.

\*A fresh attempt shall be interpreted to mean, in the case of a first attempt, that the candidate is offered a new first attempt, and in the case of a reassessment, that the candidate is offered a new reassessment. The original mark will be void.

Examples of requests that are unlikely to be approved include:

* A long-term or chronic health condition (including mental ill-health) which has not worsened recently
* A minor short-term illness or injury, which would not reasonably have had a significant adverse impact on assessment
* Circumstances which were foreseeable or preventable
* Holidays
* Pressure of academic work (unless this contributes to ill-health)
* Poor time-management
* Lack of awareness of dates or times of assessment submission or examination
* Failures of equipment, including IT systems and computer viruses. These will only be accepted when they occur site-wide, nationally or internationally and can be verified by an independent source
* Attending an interview for a job or placement (Where an interview for employment or a work placement clashes with a scheduled assessment, a student is expected to rearrange the interview for a more appropriate time, if the Employer has flexibility to do that)
* Requests relating to group assessment, particularly in relation to the planning and preparation (e.g. intra-group conflict or absence/non-cooperation of one or more group members). Instead, these **should** be reported directly to the Module Tutor at the earliest opportunity
* Routine commitments to paid or voluntary employment

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7. Outcome

**DECISION**

|  |  |
| --- | --- |
| **Request Accepted** |[ ]   |

|  |  |
| --- | --- |
| **Extended submission date:** |  |

|  |  |
| --- | --- |
| **New attempt submission date:** |  |

|  |  |  |
| --- | --- | --- |
| **Request NOT Accepted** |[ ]  **Reasons**  |  |