To be used by students studying Higher Education courses at Craven College

This form can be used to make a request for an extension or additional consideration, [please read the guidance notes before completing the form](#_Guidance_1)

***An extension request*** is self-certified (no evidence needed) and may be used to report short periods of illness (1-7 days) or events that have caused trauma. A request for an extension of **up to one week** may be made for written assessments, course work and 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.

You must provide a detailed description of the reasons for an extension in section 4, as well as a signature in the declaration of Section 5. An extension request **must be submitted at least 24 hours before the assessment deadline.** Requests submitted after the deadline will not be considered.

***Additional Consideration*** may be requested when, due to personal circumstances you are unable to complete assessments by the deadline date and you feel you may need more than a one week extension. Additional consideration should be requested if you need additional time for presentation delivery, practical assessment or an examination, or where you consider that the quality of your performance on a module has been adversely affected by a particular personal circumstance. To apply for this, you are required to provide external evidence. Please see [guidance on P.3](#_Independent_documentary_evidence) for the types of documentary evidence you may submit. **Applications for additional consideration must be submitted within 10 working days of the submission date and must be substantiated by independent documentary evidence.**

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

|  |
| --- |
|[ ]  **None, this is an extension request, and I am self-certifying my absence and have explained the details of the circumstances in Section 4\*** |

**\*You may use the self-certification process for a maximum of *two* absences in a 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.**

Evidence for additional consideration:

|  |
| --- |
|[ ]  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 –  |

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)**  | **Module / Unit tutor** | **Submission deadline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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. Ensure you check the** [**examples of requests that are unlikely to be approved**](#_Examples_of_requests) |

5. 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 to in accordance with the Data Protection Act (2018).

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

*Please email the completed form to HE@craven-college.ac.uk.*

*Please call 01756 243506 if you have any questions.*

**FOR OFFICE USE ONLY**

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

## Guidance

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

**Application for an Extension of up to 7 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 24 hours before the published submission deadline and supported by appropriate written 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 HE Team 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 after the submission date and must be substantiated by independent documentary evidence.**

## Independent documentary evidence accepted:

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

*\*if your additional consideration is for reassessment work, you will be offered a new reassessment.*

## Examples of requests that are unlikely to be approved include:

* Poor time-management
* Routine commitments to paid or voluntary employment
* 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.
* 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)
* Lack of awareness of dates or times of assessment submission or examination
* Attending an interview for a job or placement (Where an interview for employment or a work placement clash 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.