

## Student Guidance on Extensions

*You should read the Mitigating Circumstances Procedure alongside this guidance, which is available on the Moodle Student Hub page.*

1. Extensions are a form of mitigation and should only be granted for medical or serious personal grounds, i.e. exceptional, short-term events which are outside of your control and have a negative impact upon your ability to prepare for or submit your assessment on time.
2. **Extensions are NOT a right and requests will not be granted automatically.**
3. If you are aware of any mitigating circumstance(s) in advance of an agreed submission date you must request an extension on the hand-in date by completing the online Request for Extension form. <https://forms.office.com/e/pEwkymcvuz>
4. Requests will be referred to your Course Leader or Director of Learning, Quality and Standards and each case treated on its own merits.
5. To ensure that extension requests can be processed before the assessment deadline, you must submit a request for extension at **least 2 calendar days (48 hours)** before that deadline.
6. **Under no circumstances will an extension be granted on the day of submission, after the published submission date or if the new submission date extends the work beyond a Module Assessment Board**
7. As indicated above, medical evidence (e.g. a note from a doctor or other healthcare professional confirming the illness or incident during the period in which it was apparent) will be sought for extension requests made on medical grounds. Where this is not immediately available, it should be forwarded within 14 calendar days of your extension request.
8. Below is a non-exhaustive list of circumstances for which extensions may be considered:
  - a. Bereavement - death of close relative/significant other (which in an employment context would have led to a period of compassionate leave).
  - b. Serious short-term illness/accident/hospitalisation (which in an employment context would have led to a period of sickness absence).
  - c. Deterioration or fluctuation of a disability or long-term health condition.
  - d. Significant adverse personal/family circumstances.
  - e. Other significant exceptional factors for which there is evidence of stress caused, e.g. victim of crime, will require evidence such as police crime reference, letter from hospital/doctor treating condition, social worker letter etc.
9. You are expected to manage your workload so that you can meet the deadlines set - including building contingency time for dealing with unexpected minor events. You will not be granted an extension for bad time management. **Workload (academic or external work commitments) is not a valid reason for requesting an extension.**

10. Please ensure you back up written work regularly – we recommend you do this on several devices to ensure you do not lose work. **You will not be granted an extension because you have lost unsaved work, or for computer, internet or other ICT failure.**
11. The maximum extension that Course Leaders can agree is **14 days**. If you need longer, or your request is refused you may be able to apply for mitigating circumstances. You should contact [studentadmin@backstage-academy.co.uk](mailto:studentadmin@backstage-academy.co.uk) for advice on submitting a mitigating circumstance claim.

## 12. A reminder of the Process

- You **MUST** request an extension using the online form. This is a Microsoft Form that will be submitted directly to Student Administration <https://forms.office.com/e/pEwkymcvuz>
- **Course Leaders or the DLQS cannot grant an extension verbally or by email unless the form has been received.**
- If your request is very close to the deadline, the DLQS or Course Leader may ask to see the work you have completed to date to assess the length of extension needed.
- **IMPORTANT:** You should continue to work towards the original deadline until you receive a response from the DLQS or your Course Leader agreeing to an extension and confirming your revised submission date.