

Deadline Extension Request Form and Guidelines

In certain circumstances, it may be necessary for a learner to request additional time to complete an assessment. In such cases a learner may complete the attached Extension application form to request this.

The following are examples of circumstances under which an extension application may be made:

- Learner's physical illness
- Bereavement
- Learner accident or injury
- Severe illness of close family member

Extension applications should, where relevant, be accompanied by supporting documentation, e.g. a medical certificate, bereavement notice, etc.

Extensions should be applied for in advance of the assessment deadline. It is not appropriate to apply for an assessment extension on the day an assessment is due or the day after.

In cases where learners have had a significant period of time to complete their work or to create a draft of their assessment, an extension may not be given.

In considering whether an extension will be granted, the teacher/tutor and/or Centre Manager will take into consideration the attendance record of the learner, and the number of times an extension has been applied for previously.

If an extension is granted, a revised submission date will be communicated to the learner by the teacher/tutor. If the learner submits work by this revised date it will be assessed and graded as normal. If the extended deadline is missed, then a zero mark may be awarded for that piece of work.

Deadline Extension Request Form

Learner Name:		Module Title:	
Assessment Deadline:		Teacher/Tutor:	
<p>Please state below the reasons for seeking the assessment extension. Supporting evidence (e.g. medical certificate, bereavement notice etc.) should be attached where relevant.</p> <div style="border: 1px solid black; height: 250px; margin-top: 5px;"></div>			
<p>Learner Declaration: I understand and agree to the following: I may not apply for an extension on, or after the date, on which an assessment is due. If an extension is granted, a revised submission date will be communicated to me by the teacher/tutor. If I submit work by this revised date it will be assessed and graded as normal. If the extended deadline is missed then a zero mark may be awarded.</p>			
Learner's Signature:		Date:	

For Centre Use Only

Extension Approved Yes No

New Due Date New deadline communicated to learner

Teacher/Tutor Signature:

Centre Manager: _____ Date: _____