An extension lets you submit your work **up to 10 calendar days** after the deadline without affecting your mark. **You can only request an extension for an upcoming coursework assignment.** For a deadline that’s already passed, or a timetabled assessment, such as a written exam, in-class test, presentation, or performance, you will need to apply for mitigation instead. Find out more at [uwl.ac.uk/mitigation](http://uwl.ac.uk/mitigation).

You can choose to **self-certify** for your extension. Self-certification means you normally don’t have to provide evidence to support your claim. You only get **3 self-certifications per academic year**, which you can use on either extension or mitigation.

If you’re mitigating for a disability or condition supported by your Individual Support Plan (ISP), you don’t need to self-certify and can just provide your ISP as evidence instead.

If you **do not self-certify**, you will **need to provide evidence** of your extenuating circumstances before they can be accepted. Good evidence would be a doctor’s letter or fit note, statement from a counsellor, hospital appointment letter, crime reference number, eviction notice or similar independent evidence.

Send your completed Extension Form to: [mitigationapplications@uwl.ac.uk](mailto:mitigationapplications@uwl.ac.uk)

**EXTENSION DETAILS:**

- **Full Name:**
- **Student ID Number:**
- **Reason for Extension:**
- Briefly describe your circumstances and the effect they have had on your ability to submit work on time:

**ASSESSMENT DETAILS (1):**

- **Module Code:**
- **Module Title:**
- **Assessment Number:**
- **Assessment Deadline:**
- **Self-certify this assessment:** □

**ASSESSMENT DETAILS (2):**

- **Module Code:**
- **Module Title:**
- **Assessment Number:**
- **Assessment Deadline:**
- **Self-certify this assessment:** □

**ASSESSMENT DETAILS (3):**

- **Module Code:**
- **Module Title:**
- **Assessment Number:**
- **Assessment Deadline:**
- **Self-certify this assessment:** □
DECLARATION:
☐ I confirm that the information I have given is true and accurate to the best of my knowledge. I understand that false information or deliberate omission will invalidate my extension and may result in disciplinary action.

☐ If you consent to us sharing the outcome of your extension with the UWLSU Advice Service please tick this box.

Signed: ___________________________ Date: ____________

DATA PROTECTION:
Personal data collected on this form will be used for the purpose of considering your extension and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. The information provided will not be shared beyond those processing the extension. For further information please see the Privacy notice for students available at uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection.