

If you have **exceptional circumstances** that mean you will be a few days late submitting coursework, an **extension means you are not penalised for submitting up to 10 days late**. Normally if you submit work late, the maximum mark you can receive is the pass mark.

If you are not sure if you are eligible or need support with your request, get in touch with the UWLSU Advice Team at www.uwlsu.com/support.

You can only apply for an extension **before the deadline**. If you need longer than 10 days; or it is after the deadline; or you need to delay an in-person assessment (like an exam or in-class test) apply for mitigation.

What are exceptional circumstances?

Exceptional circumstances are circumstances outside your control that mean you cannot submit your work on time, or attend an assessment. This includes things like bereavement, serious illness, and eviction, but not things like regular employment, having multiple assessments, or computer failure. See examples at uwl.ac.uk/about-us/policies-and-regulations/academic-regulations-exceptional-circumstances

Self-certification

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.

Even if you self-certify you must detail your exceptional circumstances in your request.

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.

Evidence

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

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.