



Date of Receipt

**THIS FORM MUST BE COMPLETED IN ADVANCE OF ANY ASSESSMENT, AND SUBMITTED IMMEDIATELY TO THE HEAD OF OPERATIONS WHEN COMPLETE**

<b>Family Name:</b>		<b>Student Number:</b>	
<b>Forename(s):</b>			
<b>Email address (Registered account only):</b>		<b>Email address (alternative account):</b>	
<b>Course and Unit:</b>			
<b>Part A</b> <b>Extension</b> <i>(please select)</i> <input type="checkbox"/> <b>1 week</b> <input type="checkbox"/> <b>2 weeks</b> <b>Deferral</b> <input type="checkbox"/> (resubmission date will be notified to you following examination board)			
<b>Part B</b>			
<b>Reason for deferral/extension</b> <i>(please tick appropriate box):</i>			<b>Notes</b>
Ill-health (eg: requiring visit to the GP etc)		<input type="checkbox"/>	Third party evidence must be attached to this form
Death/illness of a close relative or friend		<input type="checkbox"/>	Third party evidence must be attached to this form
Disability		<input type="checkbox"/>	This applies where reasonable adjustments have been made. The disability must be recorded on your ACLT student file.
Unavoidable loss of essential resources directly related to the assessment		<input type="checkbox"/>	Appropriate third party evidence must be attached to this form
Unforeseen crisis on day of examination/test		<input type="checkbox"/>	Please supply details in box below. <b>The invigilator must sign this form.</b>
Other (including personal reasons)		<input type="checkbox"/>	Please supply details in the box below

**Details (Please supply as much detail as possible and continue on a separate sheet if necessary):**

List each formal examination/coursework assessment for which you are requesting a deferral/extension (separate line for each).

Module Code	Module Title	Assessed component (CW1, Orl, Prs, Ex)	Coursework Submission Date/Date of examination	Revised Submission date

Signature of student (see notes overleaf)

Date:

I have seen the attached third-party evidence and authorise the deferral/extension

Date:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

I acknowledge receipt of the application which will be considered on receipt of satisfactory third party evidence being received.

Date:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date evidence must be received by:

Deferral/Extension **NOT** approved  
Reasons for non approval:

Date:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

**IF YOU HAVE NOT SUBMITTED YOUR COURSEWORK YOU MUST MAKE A SUBMISSION  
AS SOON AS POSSIBLE TO SECURE A RESIT.**

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### **Definitions**

**Extenuating circumstances** are genuine circumstances beyond your control or ability to foresee, and which **seriously** impair your assessed work.

An **extension** is defined as permission to delay an attempt at a particular assessment until a pre-defined date up to two weeks from the submission date.

A **deferral** is defined as permission to delay an attempt at a particular assessment until after the relevant assessment boards have met. This normally involves a new, but equivalent, assessment task. In the case of an unseen written examination, the deferred attempt must take place in the next scheduled examination period.

The term **coursework** refers to all assessments e.g. written assignments, production of artefacts, presentations, phase tests, practical/skills assessment, orals.

The term **examination** refers to all invigilated written examinations.

The term **week** should be taken to mean 5 working days (i.e. Monday to Friday excluding days of official ACLT closure (e.g. public holidays)).

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### **Notes**

#### **Under what circumstances can a deferral/extension be requested?**

If extenuating circumstances prevent a student from attending a formal examination or submitting an assessment, or if a student feels that their performance would be so seriously impaired that they decide not to attend or submit, a request for a deferral for the affected assessments can be made.

Students may also request an extension of a coursework assessment for a defined period of time for up to two weeks.

Students are expected to discuss the matter, at the time, with their Module Leader, Personal Tutor, Course Director/Programme Manager, Director of Studies etc so that, in particular, the extenuating circumstances and consequences of a deferral can be fully considered.

#### **Is there a deadline for submission of the form?**

All applications for an extension or a deferral of assessment must be made in writing, **before** the due date of the assessed activity, using this form. These are available from the Operations Manager and Programme Manager. An electronic version of the form is also available on the Online Learning Environment.

The request must clearly state the dates when the circumstances occurred and which assessments are affected. The form asks for a description of the extenuating circumstances and how they have or would impair the student's performance in the examination/assessment. All relevant facts must be included at the time of application.

#### **What evidence needs to be supplied?**

Supporting third party evidence **must** be attached to the form. Where a student cannot engage with the ACLT (eg. due to hospitalisation), as much evidence as possible must be supplied pending receipt of medical certificates, etc. Evidence includes medical certificates, consultant/GP letters, death certificates, letters from a professional relating to a student's personal circumstances (eg: social worker if you are a carer), police crime report numbers, invigilator reports. This list is not intended to be exhaustive. Please note that any evidence presented which is not in English must be accompanied by a certified translation document. It is the student's responsibility to provide this, not that of the ACLT.

#### **What if the reasons for deferral/extension are extremely sensitive?**

If the extenuating circumstances are of an exceptionally sensitive or personal nature, the student may request that only the person that will consider the request for deferral/extension sees this. In such cases the evidence must be sent securely and marked 'Confidential: from [student name]' and attached to the form.

#### **I am a student - what do I do with the form?**

Your completed deferral/extension application form, together with supporting third party evidence, should be submitted to the Operations Manager **immediately**.

#### **I am an academic - what do I do with the form?**

The completed deferral/extension form with attached evidence **MUST be submitted to the Head of Operations immediately for authorisation**.

#### **Who can authorise the form?**

The ACL Administration Team can authorise forms. Where there is a crisis on the day of an examination, Invigilators and may authorise the form (for a deferral) in the absence of any of the above. An invigilator's report will serve as evidence.

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**Handing in a piece of coursework, or completing an examination attendance slip acts as a declaration that you consider yourself fit to make a valid attempt at the assessment at that time. No claim for extenuating circumstances will subsequently be accepted. If you attempt an assessment, after submitting a request for deferral/extension, the request will be disregarded, and your work will be marked in the usual way.**