

# Policy on applications for extensions for taught courses of study



## 1. Introduction

All students are expected to manage their time appropriately and submit their coursework assessments by the deadlines which they have been given. However, it is recognised that on occasion, short-term unforeseeable or unpreventable circumstances may arise which mean that it is impossible to meet these deadlines. If these circumstances occur, students may submit an application for an extension to the coursework assessment deadline.

## 2. Scope

- 2.1. This policy is for students registered on taught degree courses which are delivered by Royal Holloway, University of London and Bedford New College (henceforth 'the College') or by partner institutions as well as students who have been admitted to the College as a Visiting Student. However, this policy does not apply to Pre-sessional English Language Programmes. If students registered on these programmes require an extension they should contact the Centre for the Development of Academic Skills. Students registered on a Postgraduate Research degree course who require an extension should contact their Director of Graduate Studies.
- 2.2. The policy outlines the principles and arrangements the College applies to applications for extensions to deadlines for eligible assessments.
- 2.3. Owing to the variety of assessment types and timings of these assessments it may not be possible to grant extensions for every assessment which may be given for example, but not limited to, small weekly lab reports, worksheets which are marked and returned in a short time period to provide formative feedback for subsequent pieces of work and group presentations / performances. Schools will clearly state the assessments for which it is not possible to grant an extension in School/ Department student handbooks / on the relevant Moodle pages when the assessments are set. Unless specified at School level, this policy applies to any assessment set.
- 2.4. Extensions to deadlines for assessments are intended to mitigate the effects of a particular short-term unforeseen or unpreventable situation which impacts on a student's ability to complete or submit a specific assessment. Circumstances which are likely to affect performance for a longer period of time should be discussed with a Personal Tutor, members of the administrative staff in the School, Disability and Dyslexia Services who will be able to provide more specific advice.

### 3. Definitions

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| School               | Use of the word 'School' refers also to, Centres, Departments, Institutes and all other Academic Units as referenced in the College Statutes.                                                                                                                                                                                                                  |
| Extension            | An agreed change to the submission deadline for an assessment. The student will always undertake the same assessment task that was originally set. In exceptional circumstances an alternative assessment may be set in consultation with the Disability and Dyslexia Services or if the assessment is being set during the Summer Vacation Assessment Period. |
| Summative Assessment | These are pieces of assessment which are awarded a mark that contributes to the overall final mark for a module.                                                                                                                                                                                                                                               |
| Working day          | A day on which the College is normally open; working days exclude weekends, bank holidays, College closures and discretionary days.                                                                                                                                                                                                                            |

### 4. Applications for Extensions

- 4.1. Applications should be made via the [extensions system](#). In the unlikely event that a student is unable to access the extensions system, students should apply directly to Student Administration for further guidance and will be expected to provide details as to why they were unable to make the application via Campus Connect.
- 4.2. Students may apply for extensions of either two or five working days based on what the student deems necessary for their circumstances. Students are allowed 2 two working-day and 2 five working-day extensions per academic year.
- 4.3. Applications for an extension will be automatically granted for short-term unforeseeable or unpreventable situations up to the limits outlined in section 4.2 and where an extensions is permitted.
- 4.4. Applications for an extension will not require evidence to support the application
- 4.5. Applications for an extension may be made no more than 5 working days before the submission deadline.
- 4.6. All extension applications are logged and stored securely within the extensions system.
- 4.7. Access to the extensions system is restricted and only designated members of College staff are permitted access to the system.

#### **4.7.1. Two and Five-working day extensions**

- (a) are intended for circumstances of a short-term nature, particularly for illnesses that last five working days or less and for which the student would not normally seek medical advice;
  - (b) will be granted for two or five working days;
  - (c) will not require evidence to support the application
  - (d) will be limited to 2 two-working day and 2 five working day extensions per student per academic year. Students cannot use one extension for multiple assessments due on the same day.
- 4.8. Applications for extensions will be accepted until the assessment deadline. Students will receive automatic approval via email, unless the assessment was not eligible for extension or the student has used all of their extensions already.
- 4.9. If a student reaches their extensions limit, Student Administration will inform the student's School. The School may invite them in for a meeting to discuss any wellbeing matters or extra support that may be required.
- 4.10. Applications for an extension made after the deadline will not be considered and the standard penalties for late submission will be applied. Please see point 5.7 regarding the submission of Extenuating Circumstances in such cases.
- 4.11. If you provide fraudulent information on an extension request, you will be subject to the College's student disciplinary procedures as detailed in the Student Conduct Regulations. Further information about the conduct regulations can be found on our [webpage about your responsibilities as a student](#).

#### **5. Extension approval, notification of outcome and return of marked work and feedback**

- 5.1. All extension applications will be automatically granted, unless the assessment is not eligible for extension or the student has used all of their extensions.
- 5.2. Students may not extend a two working day extension to a five working day extension. If the circumstances continue to prevent them submitting their work, students may be able to apply for Extenuating Circumstances if they have acceptable reasons to do so.
- 5.3. The maximum extension given for any assessment will be five working days.

- 5.4. Students will be notified of the outcome of their extension application via an e-mail to their College e-mail address.
- 5.5. Once an extension request is granted this cannot subsequently be removed even if the student is able to submit the work by the original deadline and chooses not to resubmit the work by the revised deadline. The approved extension will count towards the total number of extensions a student is permitted per academic year.
- 5.6. If a student is granted an extension but is unable to submit their assessment by the extended deadline, the student may be able to apply for Extenuating Circumstances if they have acceptable reasons to do so.
- 5.7. If a student is both unable to submit an extension application prior to the deadline and is unable to submit their assessment by the deadline, the student may be able to apply for Extenuating Circumstances if they have acceptable reasons to do so.
- 5.8. Where an extension has been granted, it may not be possible to return marked work with feedback to students within the 20 working days as set out in the College policy on [Return of marked student work and feedback](#). The anticipated return date will be communicated to students.

## **6. Extension Exemptions for Undergraduates during the Summer Vacation Assessment Period**

- 6.1. Undergraduate students may not apply for extensions for any assessments offered during the Summer Vacation Assessment Period.
- 6.2. Undergraduate students who are unable to submit their assessment by the deadline set by their School, may be able to apply for Extenuating Circumstances if they have acceptable reasons to do so.
- 6.3. Undergraduate students who are unable to submit their assessment by the deadline set by their School, may submit the piece of work late however, the piece of work must be submitted by the end of the Summer Vacation Assessment Period. In the absence of acceptable extenuating circumstances (see paragraph 6.2), the assessment will be subject to the standard penalties on late submission of work as outlined in the [Undergraduate Regulations](#).

## **7. Appeal**

The College's decision regarding an application for an extension is final and there is no right of appeal against that decision. Further information on what constitutes grounds for appeal against module or degree course outcomes and/or complaints processes can be found on the [Academic Appeals webpage](#):

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| <b>Policy Schedule</b> |
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|------------------------|-------------------------------------------------------------------|
| Policy Title           | Policy on Applications for Extensions for taught courses of study |
| Policy Owner           | AQPO                                                              |
| Policy Lead Contact    | Noreen Naughton                                                   |
| Approving Body         | Academic Board                                                    |
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