

## Graduate School of the Environment

### Extension Policy and Extenuating Circumstance Procedures

#### 1. Introduction and Scope

- 1.1. This document describes the procedure for requesting extensions to published coursework submission deadlines (a separate policy and procedure is available to students wishing to apply for extenuating circumstances - see Section 3).
- 1.2. This policy and application form is for use by students enrolled on all programmes validated either by Liverpool John Moores University (LJMU) or University of East London (UEL):
- 1.3. Students will be able to apply for an automatic extension where a student needs a brief period of extra support or extra time to submit an assessment or extenuating circumstances where the extra support is more extensive.
- 1.4. Any form of application that is incomplete or not correctly submitted will follow normal CAT policies and procedures for late submission of assessment.

#### 2. Coursework Extensions

- 2.1. Where illness or other verifiable cause will prevent a student from completing an assessment, consideration will be given to allowing an extension upon receipt of a completed application form and appropriate supporting evidence.
- 2.2. Applications for automatic coursework extensions should be made by no later than 72 hours before a published deadline. Applications received within 72 hours of the deadline may still be considered, however applications submitted after the submission deadline has passed cannot be considered unless there are special mitigating circumstances that prevented the student from applying.
- 2.3. In one academic year, a student normally has three opportunities to request an automatic assessment extension for the assessment(s) on a module (one module per term). This applies to both full and part time modes of study.
  - Term 1 Modules with teaching beginning between September to January inc.
  - Term 2 Modules with teaching beginning from February to April inc.
  - Term 3 Modules with teaching beginning from May to July inc.
- 2.4. Any student wishing to engage with an automatic extension or extenuation can only do so by submitting an application. The link to the online form for extension and extenuation requests can be found within these guidelines. A copy of the extension request can also be found in Appendix A

- 2.5. An automatic extension will extend an assessment deadline up to a maximum of 7 calendar days. No further extension to that assessment deadline will be permitted. Work submitted after the 7 calendar days deadline will receive a zero grade and fail
- 2.6. Applications for coursework extensions can be submitted electronically using the following link: <https://form.123formbuilder.com/4418548/s>
- 2.7. The applicant will be informed that the extension request has been received and the published submission date will be put back by 7 calendar days extension that has been agreed. The 7-day extension will be applied equally to part time and full time students as the extension pertains to the module and not the mode of attendance.
- 2.8. Coursework should be submitted through the usual submission route (normally via Turnitin). Work that is submitted late and without an authorised extension request will be given a mark of zero.
- 2.9. In circumstances where an extension of up to 7 working days is unlikely to be sufficient, students may submit an application for Extenuating Circumstances (see next section).

### 3. Extenuating Circumstances

- 3.1. A student may make an application for Extenuating Circumstances **where timely, severe, acute and unexpected circumstances** occur that prevent them from attempting a summative assessment task and where the offer of an automatic extension is insufficient or inappropriate.
- 3.2. Ongoing long term circumstances are not usually unexpected. In these circumstances a student should contact student support to discuss their situation, where options such as consideration of additional learning needs or intermission may be discussed in the first instance.
- 3.3. CAT's intention is to respond to students sympathetically and to support them in addressing the assessment shortfall. CAT can only do this if it is aware of the situation, and it is therefore the student's responsibility to inform CAT of such circumstances as soon as possible after they occur. Documentary evidence will be required to support claims made under extenuating circumstances procedure.
- 3.4. Extenuating circumstances requests are considered anonymously by a panel. Therefore each request should include new supporting evidence and not refer to previous requests as evidence.
- 3.5. Where an Extenuating Circumstances request is granted, the submission will be put back to the next available resubmission point.
- 3.6. If multiple module deadlines are on the same date an application should be made for both assessments but can use the same evidence.
- 3.7. The Extenuating Circumstances policy and application form is available from the GSE forms hub at the following link <https://form.123formbuilder.com/4418548/WE>  
  
Please contact the student support team if you would prefer to submit an application via another format or require any additional information about applying for extenuating circumstances.

- 3.8. **A student can apply for either an automatic extension or extenuation. There cannot be a dual application for both.**
- 3.9. There are no termly limits on the number of requests for extenuating circumstances. However, under normal circumstances the number of separate requests to extend a single assessment deadline under the extenuating circumstances process is two.

#### 4. Supporting Evidence for Extenuation request

- 4.1. In all cases it is a requirement to provide us with independent evidence for an extenuation request confirming the reason(s) why you are applying for an extension e.g. a fit-note or medical letter in the case of illness lasting more than one week; or a letter from employer if due to unexpected work commitments etc.
- 4.2. The following table is provided for guidance only, and lists some common circumstances where requesting an extension due to extenuating circumstances is / is not considered acceptable:

Acceptable reasons	Examples of evidence requirements
<ul style="list-style-type: none"> <li>• If you are taken ill during an assessment period, or caring for someone taken ill during that period;</li> <li>• If you are involved in an accident or serious incident that prevents you meeting an assignment deadline;</li> <li>• If you experience a bereavement or family illness that prevents you meeting an assignment deadline;</li> <li>• Serious personal problems such as relationship issues;</li> <li>• Unexpected professional or financial problems;</li> <li>• Delays in obtaining ethical approval and/or risk assessment or delays in accessing support.</li> </ul>	<p>In the case of personal illness, a 5 day self-certification is permissible. Longer extensions will require medical evidence.</p> <p>Financial statements</p> <p>Death certificate</p> <p>Independent verifiable evidence is required in <b>all</b> other circumstances and the Student Support team will be happy to provide advice if needed.</p>
Non-acceptable reasons	
<ul style="list-style-type: none"> <li>• Minor illnesses e.g. coughs, colds;</li> <li>• Computer or printing failure at home, lost assignments;</li> <li>• Unverifiable travel difficulties;</li> <li>• Not realising deadline imminent or poor time management;</li> <li>• Wanting 'to get it perfect';</li> <li>• Any event that could have reasonably been expected or any anticipated commitments (holidays, weddings, moving house, employment, sporting competitions etc.) interfering with completion of course work.</li> </ul>	

- 4.3. Supporting evidence can be uploaded directly if using the online application form, or alternatively please email or post your supporting documents to the Student Support Office.
- 4.4. Please note that all supporting evidence will be treated in accordance with our Data Protection policies, further details of which can be found in our [Privacy Notice](#).

## **5. Appeals**

- 5.1. There will be no appeal against the decision of the Extenuating Circumstances Panel other than on the grounds that special mitigating circumstances may apply.
- 5.2. Please contact the Student Support team in the first instance should you wish to appeal a decision.

## **6. Additional key information**

- 6.1. In the event of national emergency such as the COVID-19 pandemic which has longer term extenuating circumstances that apply to the whole student body, temporary amendments may be made to adapt this policy in line with guidance from LJMU and/or UEL. In these circumstances all students will be contacted with any changes that are implemented
- 6.2. An automatic extension should not be used as a last-minute attempt to engage with an assessment. A student should engage with their academic tutors and discuss any issues or challenges they may be facing as part of a discussion around support, where extension may be one option available to them.
- 6.3. A student should not submit an automatic extension to alleviate conflicting assessment deadlines, especially if it has been created due to another assessment having an extension granted. Students are expected to manage their own workloads and time management.
- 6.4. Where a student has submitted an extension and the school feels that there may be a need for more support or the student to engage with extenuation, a recommendation will be made to the extenuation panel and/or relevant support services.
- 6.5. If owing to work, family or other personal or professional commitments, you find that you do not have sufficient time for your studies, and extenuating circumstances policy is not suitable, you may apply for intermission. An intermission (leave of absence) can be requested for a period of up to a year with the approval of the Programme Leader, and during this period no modules may be studied. Details of intermission can be found in the Student Welfare and Support Guide and Student Withdrawal Policy – section 5. If intermitting and you are being funded by student finance England / Wales or other funders we also recommend contacting them with details of your changes in circumstances. In these circumstances contact student support for advice.
- 6.6. In the absence of either an extension, extenuating circumstances or intermission being awarded for an assignment then the normal regulations regarding late submission of coursework will be implemented.

## Appendix A - Extension Application Form

### YOUR DETAILS

Student Number:	
Programme Title:	
Module Code / Title:	
Module Start (Month & Year):	
Please state the assessment component(s) for which you are applying for an extension:	
Coursework due date:	

### EXTENSION REQUEST DETAILS

Please state the extension period requested:

Extension period requested (maximum 7 calendar days)	
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Please indicate the reason(s) why you are requesting an extension (tick all that apply):

Work or professional commitments	
Family commitments	
Other personal circumstances	

Please use the space below to provide any additional information:

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