Key information on Extension Requests

**Examples of student requests**

**Explanations are more likely to be accepted if you can provide evidence.**

- **You have an exam coming up and as a result of your ECs you will not be able to submit your exam.** You have had a recent exacerbation of your condition. As this is an exacerbation of your chronic condition you have revisited the GP and have medical evidence to support your EC request.

- **You have a diagnosed mental health condition for which you need to receive treatment.** Extensions are available if you have received a diagnosis from a registered medical practitioner and you can provide a medical certificate with your application.

- **You have serious financial problems.** You have had a change in your personal circumstances which prevents you from submitting your work and you can provide evidence of these problems (eg. a letter from your bank or evidence of a job loss). You also cannot predict what would happen and your financial problems are beyond your control.

**Further First Sit**

This is the most common outcome. In these instances students will take their exam and submit the work on time.

**Waive Late Penalties**

Students are required to supply evidence to support their request. If your request is successful you will have no penalties for late submission of your work. The work will be assessed on its merit.

**Repeat Year**

Students must submit all their coursework with a reason but you will need to submit some coursework, a close relative passes away. You are understandably distressed and want to focus on the funeral. Your simple guide to Extenuating Circumstances - What are they and when should you request it?

1. **Explain your circumstances.** In order to clearly explain your circumstances it is helpful to record them as they happen. Write down what happened, where it happened, who was involved and how long it took. This will help you provide evidence to support your request.

2. **Provide evidence.** Understandable requests will not be accepted. Students should always ensure that evidence is independent third party evidence and is not collated to influence the Wellbeing Team. Students should also have strong evidence that they cannot be graded in English. However, if you do not have evidence then you should seek evidence from a third party. This may be a professional or personal acquaintance who can provide evidence to support your request.

3. **Select the correct outcome.** Students can access the guidance on outcomes before they submit their request. Before submitting their request students are required to either repeat the year or be exempted from one or all of your final year’s exams. This is decided based on the evidence provided and whether or not the Wellbeing Team feel that the evidence provided can support your request.

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