

ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 68 –Extension to Assessment Deadlines Policy

1. Extensions to assessment deadlines may be granted in exceptional circumstances normally up to a **maximum of seven days** after the original assessment deadline.
2. Extensions can only be granted where there are exceptional, short term events which are outside a student's control and have a negative impact on their ability to prepare for or submit assessment.
3. The following reasons are considered as acceptable grounds for an extension (this list is not exhaustive):
 - A personal illness around the time of submission which is not a permanent condition.
 - The death, or illness, of a close family member, a friend or person for whom the student has a responsibility of care.
 - Sudden or unforeseen circumstances beyond the reasonable control of the student.
4. The following reasons are not considered acceptable as grounds for an extension (this list is not exhaustive):
 - Family, work, financial or other general problems which lie outside of the circumstances identified in paragraph 3 above.
 - Poor awareness of Arden University regulations or processes.
 - Being unaware of, or misunderstanding, a submission deadline or the date of an examination.
 - Computer or technical failure in completing the assessment (students should ensure that they keep a back-up copy of their work).

How to apply for an extension

5. Students are strongly advised to discuss the matter with their Student Support Co-ordinator initially to establish whether a short extension of seven days would be appropriate. Where additional time beyond seven days is required to complete the assessment due to exceptional mitigating circumstances, students may apply for a deferral in accordance with *QA 41 – Exceptional Mitigating Circumstances Affecting Assessment*.
6. Students should complete the extension request form and submit to a Student Support Co-ordinator along with any available evidence before the deadline. The form should clearly state the dates when the circumstances occurred and which assessments are affected.
7. Students do not have an extension until the request has been approved and should continue to work towards the original assessment deadline until the extension has been confirmed.

Consideration of extension requests

8. Extension requests are considered by the Student Support Manager or nominee.
9. Student Support Manager/Centre Manager may request, at their discretion, additional evidence to support short extension requests, especially where a student is regularly seeking short extensions on multiple assessments.
10. Students will be notified by email of the outcome of their extension request.
11. In exceptional circumstances, if a student requires additional time to complete an assessment beyond seven days, they can apply for a deferral to submit a new assessment at the next available assessment period by submitting a claim for mitigation in accordance with *QA 41 – Exceptional Mitigating Circumstances Affecting Student Assessment and Leave of Absence Policy*).