

Student Guide to UEL Extensions Policy and Process

Introduction

We recognise that unplanned events, including ill health, may occur during your time at the University of East London (UEL), which could impact your ability to study and complete assessments. This guide has been designed to outline what you need to do and when, as well as the evidence you need to provide.

What are extenuating circumstances?

It is important to note that periods of stress and anxiety are normal. For example, when deadlines are looming. An 'extenuating circumstance' is an event that has had a negative impact on your ability to study or complete your assessment. It is something which you could not have foreseen and which you have no control over. The University defines extenuating circumstances as:

- unforeseeable - in that you could have no prior knowledge of the event concerned.
- unpreventable - in that you could do nothing reasonably in your power to prevent such an event.
- expected to have a serious impact.

There are two routes open to you. The first is an **extension** for an assessed piece of work for short-term impact. The second is an **extenuation**, to cover more extensive ongoing impact. These are explained in more detail below.

What do you need to read?

As well as reading this quick guide, make sure that you read your course handbook.

Why it is important to let us know about any extenuating circumstances as early as possible?

It's important to let us know about any issues you are experiencing as soon as possible so that we can help you find the right support. You may reduce the options available to you if you delay telling us. The longer you leave it the less options there are!

Who should you talk to?

If you feel that circumstances are affecting your ability to attend lessons and complete your assessments, you should talk to your academic advisor, course leader or the SERT Team. Also read the guidance on the Students' Union website ([University of East London Students' Union \(eastlondonsu.com\)](http://UniversityofEastLondonStudentsUnion.eastlondonsu.com)), who are independent of the University. The advice provides the options available. All of these routes will be able to offer advice on how you can best manage your situation.

What are extensions (formerly called automatic extensions)?

In your student academic year, you have the opportunity to use an extension for a piece of course work (a maximum of one per term). This applies to all modes of study. If more than one piece of work has been affected, you are advised to submit an extenuation. There are exemptions for extensions though, and these will be confirmed by the school, course or module leader/team when the assessment is set.

These automatic assessment extensions are primarily suitable for written assignments. Assignments not eligible for an automatic assessment extension include: presentations, performance, lab work, practicals, clinical work or mathematical assignments, where students may gain unfair access to questions or answers. **You are responsible for checking with your module leader, Moodle and module guides whether an assignment is eligible for an extension.**

If you are a TLSR student

Once registered with the disability and dyslexia team, your Teaching and Learning Support requirements agreement (TLSR), will supply you with an automatic one week TLSR extension for all individual coursework submissions. If your course is subject to any external professional body requirements, you should speak with your Course or Module leader to confirm if your TLSR extension applies. You will also be able to use one of the standard extensions (as outlined in the section above 'What are extensions'), once per term for an eligible piece of coursework in addition to your TLSR automatic extension giving you up to 14 days to submit for one component. **You are responsible for checking with your module leader, Moodle and module guides whether an assignment is eligible for the TLSR extension.**

What if an extension is not sufficient to enable completion of the work?

It is really important that you use your extensions wisely. If after using one of your extensions you feel that you are still unable to engage with the assessment, you are eligible to apply for an extenuation. **Note:** that you will have been deemed to use your extension and not be able to claim it back.

It is important to note that if you do not request an extension and you submit late but within 24 hours, you will lose 5 per cent of your mark. If you submit after 24 hours with no notification, you will be awarded a zero.

How do I submit use for an extension or request extenuation?

There is a separate form for an 'extension' and a separate form for 'extenuation'. Once you have decided which process best suits your circumstance, complete one form as per the instructions below.

If you need help completing the form, talk to your student education and experience officer (SEEO) in your school or someone in The Hub. Please also discuss your applications with your academic advisor who will be able to support you in managing your response to the events that have led you to need additional time.

Using an extension

In your student academic year, you have the opportunity to use an extension for a piece of course work (a maximum of one per term). To activate an extension:

- You need to complete the online form **before 23:59hrs on the deadline date (UK time)**.
- You and the module leader will receive an email notification of use for the piece of work.
- Once submitted, you do not need to wait for it to be authorised but need to submit your work within seven calendar days (this is seven continuous days) and **before 23:59hrs on the deadline date (UK time)**. If it includes a Monday Bank Holiday, it is eight calendar days.
- If your submission is on the last Thursday of the term, you will need to submit your assessment on the first day when the university opens.
- If you have already used your extension, you will need to submit an extenuation for any further assessments that you are unable to submit on time.
- A timetable of assessment deadlines, request for extension and new submissions are listed in the table below.

Assessment deadline	New submission of assessment	New submission assessment after a Monday BH
Monday	Following Monday	Following Tuesday
Tuesday	Following Tuesday	Following Wednesday
Wednesday	Following Wednesday	Following Thursday
Thursday	Following Thursday	Following Friday
Friday	Following Friday	Following Monday

- You will be deemed to have used an extension if you have:
 - Submitted a piece of work that is not eligible.
 - Submitted after the deadline.
 - Used an automatic extension then submitted on time.
 - Used an automatic extension but then decide to submit extenuation.

You are responsible for checking with your module leader, Moodle and module guides whether an assignment is eligible for an extension. To complete the extension form, go to:

<https://uelac.sharepoint.com/sites/studentssupport/SitePages/Seven-Day-Extensions.aspx>

As you have signed into Track My Future, your name and student ID will automatically be filtered into the form. You will need to provide the following information: Course; Module code; Module leader name; Assessment title; Submission deadline date and Reason for use of automatic assessment extension.

You and your module leader will receive confirmation of the use of an extension once you press the submission button.

Please note:

- If you have used an extension for a piece of work that is not eligible, it will be rejected and you will receive notification.
- An extension should not be used as a last-minute attempt to engage with an assessment. You should engage with your academics and discuss any issues or challenges you are facing.
- You should not submit an extension to alleviate conflicting assessment deadlines. You are expected to manage your own workload and time management.
- When you submit your work having used an extension, you need to use the submission mode stated on the assessment brief. Please check with your module leader if you are unclear where to submit.
- If eligible, you can use an extension for a resit but only if it is not in the same term.