

Guidance on Extensions

1. Extension are a form of mitigation and should only be granted for medical or serious personal grounds, i.e. exceptional, short-term events which are outside of your control and have a negative impact upon your ability to prepare for or submit your assessment on time. **Extensions are NOT a right and requests will not be granted automatically.**
2. The University of Bolton Assessment Regulations state:

*In the case of coursework assessments, programme leaders have, in cases of proven illness or other circumstances found valid on production of convincing evidence by the student, discretion to allow the assessments to be submitted late and for them to be marked as if submitted on time. The cases shall then be submitted to the Head of School in the School who shall monitor and regulate the circumstances in which short term extensions are granted. The maximum extension to be granted under these circumstances is fourteen calendar days. Any request for an extension to a submission deadline must normally be made by the student, and decided upon by the programme leader, **before the original submission date.***
3. To ensure that extension requests can be processed before the assessment deadline, **you must submit a request for extension 2 calendar days (48 hours) before that deadline.** Requests received less than 48 hours before the deadline will **NOT** be granted.
4. As indicated above, medical evidence (e.g. a note from a doctor or other healthcare professional confirming the illness or incident during the period in which it was apparent) will be sought for extension requests made on medical grounds. Where this is not immediately available, it should be forwarded within 14 calendar days of your extension request.
5. Below is a non-exhaustive list of circumstances for which extensions may be considered:
 - Bereavement - death of close relative/significant other (which in an employment context would have led to a period of compassionate leave).
 - Serious short-term illness/accident/hospitalisation (which in an employment context would have led to a period of sickness absence).
 - Deterioration or fluctuation of a disability or long-term health condition.
 - Significant adverse personal/family circumstances.
6. Other significant exceptional factors for which there is evidence of stress caused, e.g. victim of crime. Will require evidence such as police crime reference, letter from hospital/doctor treating condition, social worker letter etc.) of any of these is likely to be required. **PLEASE NOTE:** You are expected to manage your workloads so that you can meet the deadlines set - including building in contingency time for dealing with unexpected minor events. You will not be granted an extension for bad time management – **workload is not a valid reason for requesting an extension.**
7. The maximum extension that Course Leaders can agree is 14 days. If you need longer, or your request is refused you may be able to apply for mitigating circumstances. You should contact studentadmin@backstage-academy.co.uk for advice on submitting a mitigating circumstances claim.
8. **A reminder of the Process**
 - You **MUST** request an extension using the following link:
<https://goo.gl/forms/ZvLCEkjR624n9aWq1>
This is a google form that will be submitted directly to Student Services.
 - **Course Leaders cannot grant an extension verbally or by email unless the form has been received.**
 - If your request is very close to the deadline, the Course Leader may ask to see the work you have completed to date to assess the length of extension needed.
 - You should continue to work towards the original deadline until you receive a response from your Course Leader agreeing an extension and confirming your revised submission date.