**Extension or Special Circumstances?**

Talk to your Student Support Team or Personal Tutor if you are experiencing challenging circumstances that are impacting your studies.

**Extensions**

**Purpose:** For when you need some extra time (up to 7 days) to complete coursework assessments

**When to use it:**
- If you are unable to meet a coursework deadline due to valid unforeseen circumstances

**Things to consider:**
- You can request an extension in the two weeks up to the deadline
- You must request an extension before the deadline
- Some courses are unable to offer extensions for all coursework e.g. if solutions are made available after the submission deadline or for some group work.
- Check your Learn site, course handbook or with the course administrator to find out if your assessment is eligible for an extension
- Formative assessments do not normally permit extensions; contact your course administrator
- If you are unsure as to whether an extension will help you, speak to your Student Support Team / PT

**Special Circumstances**

**Purpose:** For when your situation cannot be resolved with a coursework extension, or relates to exam(s)

**When to use it:**
- If an extension is not available for your assessment / exam
- If you are unable to meet your extended deadline
- If you have not submitted your assessment or not been able to participate in an online or in-person exam
- If your circumstances are impacting the quality of your assessments

**Things to consider:**
- Seek advice from your Student Support Team / PT before applying
- Has the assessment deadline passed? If not, seek advice from your Student Support Team / PT before submitting a Special Circumstances Form
- Do you know the impact of your circumstances on your assessment? You will need to detail this in your application
- You’ll need to provide evidence / supporting statements where possible

**More information / How to request?**

[https://edin.ac/3lmpuHp](https://edin.ac/3lmpuHp)  
[https://edin.ac/3lgJ201](https://edin.ac/3lgJ201)

If you have a learning adjustment registered with Student Disability Service in the form of additional time on a submission, and you’d like to access your extra time, you must request this using the Extra Time Adjustment (ETA) tool. This does not stop you applying for a further extension or Special Circumstances if your circumstances aren’t connected to your long-term or chronic health condition or your health condition has recently worsened.

---

**Start of circumstances**

I am unable to complete my coursework assessment in time for the deadline, due to unforeseen circumstances

Request an Extension

**Continuation of circumstances**

My circumstances are ongoing and impacting more of my courses. I am worried this will affect my future assessments, including exams

Contact SST/PT to discuss options

**End of course**

I have not completed all my assessments and/or the circumstances have seriously impacted my work across a whole course/semester

Work with SST/PT to apply for Special Circumstances

---

[The University of Edinburgh]