Extension or Special Circumstances?

Talk to your Student Support Team, Personal Tutor or Student Adviser 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 four 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, Personal Tutor or Student Adviser

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, Personal Tutor or Student Adviser before applying
- Has the assessment deadline passed? If not, seek advice from your Student Support Team, Personal Tutor or Student Adviser 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?

More information / How to apply?

If you have a learning adjustment registered with Disability Learning Support 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 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 or SA 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 or SA to apply for Special Circumstances

Extensions and Special Circumstances Team