

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, short term events, such as personal illness, which are outside a student’s control and have a negative impact on their ability to prepare for or submit assessment.
3. Extensions will not normally be permitted on examinations, 24-hour or timed-constrained assessments.

How to apply for an extension

4. Students are strongly advised to discuss the matter with a Student Hub Advisor or Success Coach 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 circumstances, students may apply for Extenuating Circumstances.
5. Students should complete the online extension request form available in the Student Hub and attach any supporting evidence before the deadline. Requests submitted after the assessment deadline will not be accepted.
6. Students should continue working towards the original assessment deadline until they receive confirmation that their extension request is approved.

Consideration of extension requests

1. Extension requests will be considered by a member of the Student Experience Team. They may request, at their discretion, additional information or evidence to support short extension requests.
2. An email will be sent to the student’s university email account to notify them of the outcome, which will also be available to view in the Student Hub.

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