

Extension to Assessment Deadlines Policy

Classification – *Internal*

SEPTEMBER 2026



Introduction

This policy sets out Arden University's approach to granting short extensions to assessment deadlines (Short Term Extensions – STEs). It ensures a fair, consistent, and student-centred process for managing short-term circumstances that may impact a student's ability to submit assessments on time.

This policy supports student success while maintaining academic standards and regulatory compliance.

About this policy

This policy should be read in conjunction with:

- Extenuating Circumstances Policy
- Academic Regulations
- Assessment and Feedback Policy

Who is covered by the policy?

This policy applies to all students at Arden University, including those studying through collaborative or partnership provision.

Definitions

- **Short Term Extension (STE):** An approved extension to an assessment deadline of up to 7 calendar days.
- **Extenuating Circumstances (EC):** A formal process for requesting a deferral of assessment to the next semester due to significant circumstances.
- **Assessment Deadline:** The published date and time by which an assessment must be submitted.

Policy responsibilities

- **Academic Board** has overall responsibility for ensuring this policy complies with internal and external regulatory requirements.

- The **Academic Framework, Regulation and Policy Committee (AFRAP)** has delegated authority for approval and review.
- The **Academic Registrar** has responsibility for implementation, monitoring effectiveness, and ensuring alignment with university processes.
- Managers are responsible for ensuring colleagues understand and apply this policy consistently.
- All colleagues are responsible for applying the policy appropriately.
- All students are responsible for understanding and complying with this policy.

Principles

- The process for requesting extensions should be accessible, fair, and timely
- Students should be supported to continue their studies with minimal disruption
- Decisions should be consistent and proportionate
- Administrative burden on students should be minimised

Policy Detail

1. Eligibility for Short Term Extensions

Short Term Extensions (STEs) may be granted where a student is experiencing short-term circumstances that impact their ability to submit an assessment.

Extensions:

- Are normally granted for up to 7 calendar days
- Apply to coursework assessments only
- Do not apply to exams, time-constrained assessments (TCA's) or multiple-choice question tests (MCQ's)

2. Applying for an Extension

Students must submit an STE request via the Student Portal (e:Vision).

Students are not required to provide supporting evidence as part of their request.

Students may apply:

- Before the assessment deadline, or
- Up to 6 calendar days after the original submission deadline

Students are encouraged to continue working towards their original deadline while awaiting an outcome.

3. Consideration of Requests

Requests will be considered by Registry.

Decisions will:

- Be based on the information provided by the student
- Follow a consistent and transparent approach
- Communicated within 2 working days

The University reserves the right to request further information in exceptional case where clarification is required.

Students will be able to track progress of their application via the Student Portal and will be notified of the outcome via their university email address.

4. Outcomes

Where approved:

- A new submission deadline will be set (up to 7 days from the original deadline or aligned appropriately where submitted post-deadline).
- Allow the student to submit up to 7 days later than scheduled without receiving any penalty on marks eligibility.

Where not approved:

- Students are required to submit by the original deadline; failure to do so will result in a non-submission being recorded.
- Students may be directed to submit an Extenuating Circumstances claim if appropriate.

5. Limitations

Extensions will not normally be granted for:

- Exams
- Time-constrained assessments (TCA's)
- Multiple-choice question tests (MCQ's)
- Any other time critical assessments type

Repeated requests may be monitored to ensure appropriate use of the process.

Policy Name:	Extension to Assessment Deadlines Policy
Policy Reference:	QA68
Approval Authority:	Academic Framework, Regulation and Policy Committee
Approval Period (start and end date):	March 2026 – March 2029
Version:	5.0
Implementation Date:	September 2026
Responsible SMT Lead:	Academic Registrar
Responsible Department:	Registry
Policy Contact:	Head of Registry Services
Review Frequency:	3 years
Policy Classification:	Staff and student

Record of Amendments			
Date	Version Number	Details of Change	Approval
25/3/26	5	Tri-annual review	AFRAP