

Unable to hand in your work by the due date?

Which do you need?

Extension

There has been an incident which will potentially delay submission, but you can still submit and meet the date of the Board of Examiners.

Following discussion, your Programme Tutor, has suggested that you would benefit from an extension

You have a Study Needs Agreement that covers your need for an extension

SAC
Serious Adverse Circumstances

Something has happened which you think seriously affects your ability to submit a piece of work/sit an exam

Follow this link to the SAC guide

GENERAL INFORMATION:

- For an extension, the form must be submitted **two working days** prior to the submission deadline.
- The maximum extension that will be granted is **two weeks**.
- Appropriate evidence must be submitted for both an extension and SAC, e.g. Medical Certificate
Please take care to ensure that the dates affected and the evidence matches assessment dates.