



### Extensions Request Claim

This form is to be used by students to request a short extension to a coursework deadline (usually one to two weeks, but may be extended at the discretion of the module tutor) and should be submitted to the module tutor, once completed. Your module tutor may ask for additional evidence to be provided to support your request.

**If you are not fit to submit the assessment or sit the exam** and wish to defer your assessment beyond the next Central Assessment Board, you should submit an Exceptional Circumstances claim form instead. If approved, you will need to submit the assessment at the next reassessment point in the Central Assessment Board schedule. Details regarding Exceptional Circumstances are available on our website: [Exceptional Circumstances](#)

<b>1. Student information</b>	
Student Name	
Student Number	
Course	
Full time/Part time	

<b>2. Module details – please clearly list the modules and individual assessments for which you wish to request an extension.</b>			
Module Code (e.g. MOD4000-20)	Module title (e.g. Introduction to Studies)	Type of assessment (e.g. coursework, exam)	Date of assessment (e.g. 01/01/2022)

### 3. Details of extension request

Please provide details of the circumstances which you believe support your extension request:

Signature:

Date:

**PLEASE SUBMIT THIS FORM TO YOUR MODULE TUTOR.**