

Guidance on Extensions to Coursework Submission Deadlines

You are encouraged to meet published coursework deadlines. However, when additional considerations are required, you can apply for an extension of 5, 10 or 15 working days, as follows:

- 5 working days (short extension): you must provide a clear reason, but you do not need to provide evidence;
- 10 working days with evidence and a clear reason
- In exceptional circumstances* 15 working days with evidence and a clear reason

For dissertations and extended essays, extensions of up to 20 working days may be available in exceptional circumstances (and similarly supported by a clear reason and evidence); please check with your department or School.

* For example, if you have an injury or illness that requires 15 days recuperation

Procedure for requesting an extension

1. In the first instance, you should refer to any guidance provided by your School or College, and submit your extension request accordingly. If you are unsure about the options and implications of applying for an extension, please contact an appropriate member of staff (e.g. Wellbeing Officer) in your School.
2. Once an extension has been approved, coursework submitted before the extended deadline date will not incur late penalties. From the extended deadline date, Taught Programme Teams (or equivalent) will apply the usual penalties.
3. If you submit your work after the published deadline, your work may not be marked and returned within the timeframe of the standard marking turnaround and you may wait longer for feedback.
4. If a coursework submission deadline has already been extended, it cannot be extended again.

Arrangements for Examinations

You cannot request an extension for an examination or a class test. You may be able to request a deferral using your School's local process, or apply for [Extenuating Circumstances](#).

For online examinations/class tests, in many cases, 'windows' for submission will be set to account for the range of circumstances a student might encounter. In some subjects with time-limited assessments (i.e. those with specific professional body requirements), additional arrangements are in place if a student encounters difficulties on the day of the sit. Please refer to your School for the relevant local guidance.