

## Extensions Policy

### 1.0 Introduction and background

- 1.1 In determining the following policy the University has sought to ensure that students who experience valid difficulties in completing a first opportunity will be treated fairly and consistently, whilst also protecting the standard of the University's awards by deterring frivolous or fallacious claims.
- 1.2 This policy should be read in conjunction with the Mitigating Circumstances Policy.

### 2.0 Purpose and scope

- 2.1 To provide students who experience valid difficulties in completing a first opportunity at an assessment (to include presentations, TCAs etc) other than an examination with an opportunity for a short extension.
- 2.2 All students studying on an award of the University of Northampton, including those studying with partner institutions, are covered by this policy.

### 3.0 Definitions

- 3.1 'Valid difficulties' relate to unexpected situations that can be resolved quickly enough for a short extension to be sufficient. These may be serious or acute problems, or an event beyond a student's control or ability to foresee, which has prevented completion of assessment(s).
- 3.2 'Two weeks (maximum)' is defined as follows:
  - For assessments submitted electronically - 14 calendar days (maximum) including weekend days and any days on which the University is closed.
  - For assessments not submitted electronically (i.e. where an exemption to the University's Submitting and Grading Electronically [SAGE] approach has been approved) – 14 calendar days (maximum) including weekend days and any days on which the University is closed **unless** the revised date of submission is a University closed day. Where this occurs the next day on which the University is open will be taken to be the revised date of submission.
- 3.3 For the purposes of this policy, where an individual role is named this refers to that role or a nominee or principal contact.

## 4.0 Key principles

- 4.1 Where valid difficulties in completing an assessment other than an examination at the first opportunity have been experienced, these may be considered as grounds for a short extension to the submission deadline. Under no circumstances will they be considered as grounds for adjusting the grade(s) awarded for assessments already completed.
- 4.2 Short extensions to deadlines and late submissions are only available at the first submission opportunity and for assessments other than examinations and other forms of time-constrained assessments; all statements in sections 4.3-4.6 refer only to those circumstances.
- 4.3 Students can request a 'short extension' from the Module Leader of up to two weeks (maximum) from the original, first, submission deadline. If approved, the student will receive a true grade. Students must request a short extension by email to the Module Leader.
- 4.4 An extension is not permitted at the second opportunity deadline for all students, including those who have approved Mitigating Circumstances or repeats under special arrangements.
- 4.5 A request to extend the deadline of an assessment other than an examination on the grounds of valid difficulties in completing the assessment may be made, normally at least three days prior to the deadline.
- 4.6 The Module Leader will determine whether an extension is granted. The maximum extension that may be granted is two weeks but may be shorter than that where appropriate. Where the Module Leader is unable to determine this, the decision may be made by the Programme Leader or Personal (Academic) Tutor.
- 4.7 If an extension is granted, the assessment will be awarded a grade reflecting its full worth. If an extension is not granted, the assessment will receive a mark in accordance with 4.8 below.
- 4.8 At the first submission point students may, where practicable, submit such assessments up to 7 days after the deadline, on the understanding that the maximum grade obtainable is a 'bare pass'<sup>1</sup>. Assessments submitted more than one week after the deadline without an approved application for an extension will receive a grade equivalent to non-submission (LG). This includes weeks in the vacation as well as term-time.
- 4.9 Where an extension is not considered to be sufficient, or where the assessment does not fall into the categories listed above (e.g. it is a

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<sup>1</sup> D- for Undergraduate provision; C- for Postgraduate taught provision. Submitting late for a bare pass grade does not apply at a second opportunity deadline.

second opportunity or an examination), the Mitigating Circumstances Policy should be used.

## **5.0 Key responsibilities**

- 5.1 Students – complete the relevant documentation/send an email request, providing any evidence if requested, within the timescales set out.
- 5.2 Module Leaders – approve or reject requests for extensions of up to two weeks at the first submission opportunity. Programme Leaders or Personal Academic Tutors can also perform this role where the Module Leader is unable to do so.
- 5.3 Personal (Academic) Tutor/Programme Leader/Student Support and Advice Team – provide advice to students on options (extensions, mitigating circumstances, study breaks, change of mode).

## **6.0 Links to related UN Policies/Guidance/Regulations**

- 6.1 Academic and Student Regulations
- 6.2 Mitigating Circumstances Policy and Guidance

## **7.0 Links to related external documents (e.g. QAA)**

- 7.1 n/a

## **8.0 Appendices**

- 8.1 Summary Sheet

## Summary Sheet:

<b>Policy Title:</b>	
Extensions	
<b>Purpose of Policy and to whom it applies (please specify cohorts):</b>	
To ensure that students who experience valid difficulties in completing an assessment (not examinations) at the first opportunity will be treated fairly and consistently	
This applies to all students studying for an award of the University of Northampton, including students on programmes delivered via Education with Others (EWO).	
<b>Owner and Department:</b>	
Academic Registrar, Academic Registry	
<b>Dissemination and implementation plan:</b>	
Via SEC members and SSECs	
Onto web	
<b>Date of initial committee approval (state committee name):</b>	SEC June 2015
<b>Date of Senate approval:</b>	July 2015
<b>Date for implementation and cohorts to which it applies:</b>	July 2015 for new and continuing students
<b>Proposed date of annual update:</b>	June 2022
<b>Date of last annual update:</b>	July 2023
<b>Proposed date of full review:</b>	June 2024
<b>Date of last full review:</b>	June 2020
<b>Version number and date:</b>	