**Coursework Extension Request**



**Form for students with a Support Plan**

This form is to **only** be used for an extension request related to the student’s disability, and by students who have a Support Plan.

1. Complete your details, module code, assessment name, original deadline and suggest a date for the new deadline.
2. Email the coursework extension request form before the original deadline to your [Faculty Assessment Team](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/support-for-your-studies/coursework-extensions.aspx) to review and confirm the request.
3. This form can **only** be used for one extension request per piece of work.

**Student details**

|  |  |
| --- | --- |
| Full name |  |
| Student ID |  |
| School |  |
| Course |  |

**Coursework Extension Agreed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module Code/School | Assessment name | Original Deadline | New Deadline | Approved by: Staff name |
|  |  |  |  |  |
|  |  |  |  |  |

Quality Manual guidance:

Students who have a Support Plan have access to possible coursework extensions, which indicates that Schools and Departments should consider requests for extensions, wherever possible, on the grounds of their circumstances and they are not expected to submit an Extenuating Circumstances claim. A Coursework Extension Request form is available on the Student Services webpages and students making the request on the basis of a Support Plan should seek approval from the designated member of School staff BEFORE the original submission date. It is the School’s responsibility to inform students who the designated member of School staff is in their School.

[Quality Manual full description](https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/pol-long-term-conditions-affecting-study-assessment.aspx)

**Student Declaration**

I confirm that I have a current Support Plan. (electronic signature acceptable)

Signature……………………………………………………………..……………………… Date…………………………………

**To ensure your work is not penalised please submit the signed form before the deadline by email to your** [**Faculty Assessment Team**](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/support-for-your-studies/coursework-extensions.aspx)**.**

**Deadline extension request declined because (to be completed by the designated member of staff only) and returned to the** [**Faculty Assessment Team**](https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/support-for-your-studies/coursework-extensions.aspx)**.**

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**Staff Signature: ………………………………………….. Staff name: ……………………………..……………… Date: ………..……………**