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| EXTENSION REQUESTTAUGHT STUDENTS ONLY |

**This form is intended for use by students on taught programmes of study**

Your responses should be word processed and be clear and concise. You may wish to seek help and advice on completing this form from the [Students’ Union Advice Centre.](https://www.huddersfield.su/advice)

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| Section One: General Information | |
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| Name |  | |
| ID Number |  | |
| School |  | |
| Programme |  | |
| Contact telephone number |  | |

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| Section Two: Assessment Details |

2a)

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| Name of Module | Assessment (e.g. 2500 word essay) | Please state if you have had extenuating circumstances approved for this assessment previously or are completing it as a re-sit | Due Date | Length of Extension Requested (please provide the earliest date that you would be able to hand-in your assessment)\* |
| ***ABC1234*** | ***LAB REPORT*** | ***FIRST ATTEMPT*** | ***23 MARCH 2016*** | ***5 DAYS*** |
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2b) Please explain why you are making an extension request giving details of your circumstances, including the duration of your circumstances and the duration of how long you have been impacted.#

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2c) Please list any evidence that you are providing in support of your request. Your School will advise you as to whether evidence is required.

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IMPORTANT

* Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email (as attachments) to your School Office.
* Failure to complete this form correctly and submit evidence promptly may delay the process of your request or your request not being approved.
* Please allow up to 5 working days for a decision to be made
* If you intend to submit your work on or prior to the deadline and it is your intention to claim for poor performance, you will need to make a claim for Extenuating Circumstances and not an extension. You can do this by accessing and completing the form from the Registry Extenuating Circumstances FAQs page.

Signed by student:

Date:

For Office Use only;

Date received in School:

Received and processed by:

*Please print name do no sign*