

Extension Requests and Claims for Extenuating Circumstances

Will I need to provide evidence in support of my request?

If you are applying for an extension of up to 5 working days, you will not necessarily be required to provide evidence in support of your request. However, your School has the right to request evidence and this should be provided if requested.

If you are requesting an extension of more than 5 working days, it is highly likely you will be asked to provide evidence to verify your circumstances.

Evidence should always be submitted in support of a claim for Extenuating Circumstances.

Acceptable Evidence

Evidence must be independent and from a reputable source. The type of evidence required will depend on your reason for requiring more time. Examples of evidence that may be accepted are listed below but this list is not exhaustive.

Bereavement of a close family member (spouse, partner, child, step-child, parents, step-parents, grand-parents, brother, sister, partner's parents or partner's child)	A death certificate (showing that the date of death was within 3 weeks of the assessment) and/or a letter from a GP confirming the impact of the death on your ability to complete your assessment by the deadline.
Ill health	A letter from a medical practitioner confirming that your ill health is impacting/has impacted on your ability to meet the deadline/undertake the assessment.
Financial/domestic difficulties	A letter from a health professional confirming the impact of these circumstances on your health and ability to undertake the assessment.
Childcare issues on the day of examination (unexpected)	A letter from your child's registered childminder/School confirming that they were unexpectedly unable to care for your child on the day of your examination.
Caring responsibilities (unexpected)	A letter from a medical professional or social worker confirming that you were required to take responsibility for the personal care of a family member at short notice.
Material irregularity (e.g., incorrect advice from tutor)	A letter from your tutor confirming that incorrect advice was given affecting your ability to meet the deadline.
Pregnant students/New Parent	In the first instance, please look at the University's Pregnant Student and New Parent Policy (link).
Work commitments (must be unexpected)	Letter from your employer on headed paper confirming the impact of your unexpected work commitments on your ability to meet the deadline.
Placement delays	Please speak to your Placement Office for advice

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It is advisable to evidence how long you have been/are likely to be affected by your circumstances.

If you are making a claim for Extenuating Circumstances, you should access the guidance on Registry's [webpage](#).