Mitigating Circumstances

Extension/Deferral Request Form

# There are 3 Sections on this form, **please complete all of them** to avoid delays in processing the request. Submit this form **along with the evidence stated in Section B** for review by the Mitigating Circumstances team.

# Only fully completed applications will be accepted. One application must be submitted for each module. Do not print out and write on this form as it must be signed electronically.

# Save this file as: YourName\_Extension Request DD\_MM\_YY

# General Guidance

# You should submit this form plus supporting documentation **NO LATER THAN 2 WORKING DAYS** before the official submission date to **DegreeMCRequests@qa.com** and copy in your Skills Coach/DLC for their records.

# The Mitigating Circumstance Team aims to communicate a decision to you via email in advance of the official submission date and time. Please note extensions and deferrals are not guaranteed to be approved, and where possible you should try to complete the work on time in case your request is unsuccessful.

# If your request is successful, you **MUST** submit your work on or before the new agreed deadline, otherwise your work will be penalised as a Late Submission in line with the University of Roehampton’s/QA’s Late Submission Policy.

# If you have been provided with a **Summary of Reasonable Adjustments (SoRA)** through the Learning Support Team, which entitles you to additional time on your assignments, you do not need to provide evidence each time you apply. You do need to apply for an extension each time you wish to use it as you may not want an extension for every assignment.

# **Guidance on Extension Requests**

# Extensions will only be granted when your circumstances are deemed to have affected the completion of your assessment in-line with the original submission deadline.

# Extensions of **ONE** or **TWO** **weeks** can be granted depending on the issues presented, where clear evidence supports your request.

# Extensions may be considered due to the result of a safeguarding concern. The criteria for which is described below.

# Guidance on Deferral Requests

# All deferral requests should be discussed with your Skills Coach/DLC before you apply, as there may be an alternative solution which reduces the knock-on effects of deferring a module. **This is particularly important if your circumstances require extra support from QA.**

# Deferrals are granted only where the circumstances are so severe that we agree your submission should be postponed until the following term’s submission point. In this situation, your marks will not be included with the rest of your cohort at the next exam board.

# As a deferral postpones the submission deadline to the end of the next semester, **it may also result in delaying your progression** onto the next level of study and/or your completion or graduation of the programme, depending on how many modules you have completed on your current level of study at the point of deferral.

# Each module is usually worth 20 credits, there are 5/6 modules per level, and you need 100 credits to progress to the next level of study. You should consider the impact that a deferral may have as this usually results in an increase in your workload for the following term.

# If you have not undertaken any learning or have attended less than 50% of your workshops due to your circumstances, **you will need to apply for a Break in Learning**. There is a separate process for this, and your Skills Coach/DLC will be able to advise you on the steps to take.

# Deferrals may be considered due to the result of a safeguarding concern. The criteria for which is described below.

# Section A: Details

# ***Some of the details below can be selected using a dropdown menu- click on the ‘Select’ to choose an option***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Request** | Choose an item. | | | **Current Submission Deadline** | Click or tap to enter a date. |
| **Learner Name** |  | | | | |
| **Degree Programme** | Choose an item. | **Level of Study** | Choose an item. | | |
| **Module Title** |  | | | | |
| **Module Tutor** |  | | | | |
| **Skills Coach/DLC** |  | **Employer** |  | | |
| **Learner**  **Email Address** |  | **Learner Contact Number** |  | | |

**Section B: Circumstances and Supporting Evidence**

1. Fill in the sections on the next pages, providing as much detail as possible. Please mark boxes where appropriate.
2. If possible, avoid inserting evidence as screenshots within the document. Please send as an attachment along with this form.
3. Evidence must be clearly dated and support your claim.
4. If you are unable to provide evidence, we may reject your claim or there could be a delay in the decision.
5. If there are specific events beyond your control that have impacted you, please provide this information along with written evidence from an at fault/party of interest, who can confirm this. An example might be if you are experiencing exceptional workloads, you could provide a supporting statement from your line manager.

**Summary of Adjustments**

If you have an approved SoRA in place, tick this box (you do not need to supply evidence).

**Safeguarding & Wellbeing**

If your reasons for applying relate to safeguarding or wellbeing concerns, please check the box and add this discreetly in the statement section below. You do not need to go into full detail at this stage. This will be forwarded to the Safeguarding team to contact you to review the application and your wellbeing.

If you are already supported by a member of the Safeguarding team, please give the name of the person from Safeguarding supporting you:

**IMPORTANT**: If your circumstances are so severe that they are impacting on your ability to continue studying on the programme for an extended period, you may qualify for a **Break in Learning**.   
Please reach out to your Skills Coach/DLC to discuss this.

**Reasons for Requesting an Extension/Deferral**

By marking this box, I confirm my statement below and have included my evidence

|  |
| --- |
|  |

# Section C. Confirmation

**Learner Signature**



Once you have completed this form please send it, along with your evidence, to [**DegreeMCRequests@qa.com**](mailto:DegreeMCRequests@qa.com)

## We aim to confirm the outcome of your application as quickly as possible. Please keep an eye on your emails as we may request further evidence. If you do not supply further evidence when requested, your application might be rejected.

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