



WELLPARK
College of Natural Therapies

APPLICATION FOR EXTENSION FORM

Illness or extenuating circumstances may prevent you from submitting (written) or attending (practical) an assessment on time, in which case you **MUST** apply for an Extension. Extensions will be granted only in the following situations.

1. Illness (a Medical Certificate from a registered practitioner is required)
2. Extenuating circumstances, this must be detailed with written supporting evidence.

Please note: Computer issues may qualify as extenuating circumstances only once during your study time at the College. It is your responsibility to back up your work - save an electronic copy of each Assessment on your hard drive/data stick/cloud storage/drop box (or similar) for safety. We recommend you date each draft (for example v170806) and email yourself the latest draft.

Only ONE Extension is granted per student a year, so consider this option ONLY if absolutely necessary.

Extensions must be applied for at least ONE WEEK PRIOR to the due date by applying in writing to the Education Subcommittee (ESC) using the Assessment Extension Application Form found at Reception or on the website. The Extension Application is considered by the Education Subcommittee (ESC), which meets once a week only. Applications without supporting evidence will be declined. It can take up to two weeks to receive a response to a request for an Extension. If you do not have adequate time to submit and hear back about an Extension request prior to the due date, continue your assessment if possible, and contact Faculty Support.

Other considerations for an Extension:

- Computer issues can qualify as extenuating circumstances only once during your study time at the College – see above.
- You cannot apply for an Extension AFTER a missed assessment due date. If you have missed this deadline, you will need to choose one of the following two options.
 - Late Submission - Where an assessment is handed in up to one week late and no extension has been granted there is a deduction of 20% of the final mark for that assessment or part thereof, that it is late.
 - If your assessment is not submitted within the Late Submission period, you will FAIL the assessment and be notified by Faculty Support. You must apply to RESIT/Resubmit your assessment within 7 days (1 week) of being advised of your FAIL. On this account, you will be granted one opportunity to RESIT/Resubmit only. RESIT/Resubmission Fees and maximum of 50% grade apply.
- You cannot apply for an Extension for a Test or Exam. If you are not able to attend a Test/Exam you are required to submit an Application for RESIT/Resubmission Form and pay the associated fees.
- If you are granted an Extension, the standard time allowed for an Extension for an assessment is one week and this is negotiable in only very exceptional circumstances.
- No Late Submission penalty (20%) will apply if the Extension is approved.
- Extensions on extensions are not allowed.
- The 4 week marking turnaround time does not apply to Extensions.

STUDENT TO COMPLETE THIS SECTION

STUDENT NAME: STUDENT ID:

PROGRAMME ENROLED IN: TODAY'S DATE:

COURSE NAME: COURSE NUMBER:

ASSESSMENT NUMBER: ASSESSMENT DUE DATE:/...../.....

STUDENT SIGNATURE:

Reason for seeking an Extension (please attach documentation to support this application):

.....

Progress on assessment (please attach assessment work completed so far and by the date of this application):

.....

Submit the completed Application for Extension Form by email to Faculty Support. You must attach proof of your assessment completed to date and official documentation to support your claim. DO NOT submit hard copies. If you do not have a scanner, ask at Reception or the Librarian to assist you with scanning documentation. Insufficient evidence/documentation will result in a decline of the application.

If your application for an assessment Extension is successful, Faculty Support will advise you of the new assessment due date and how to upload a late assessment to Moodle. Any assessment that is not submitted by the new due date will not be marked and this will be considered a FAIL of the course with no RESIT/Resubmission permitted. In this instance you are required to re-enrol in the course again at your own cost.

Use this Checklist to ensure you have covered all requirements.

Student Check	Completed the Assessment Extension Application Form		Faculty Support Check
	Attached evidence of extenuating circumstances i.e. Medical Certificate		
	Attached progress on assessment to date		
	Emailed the form and evidence to Faculty Support		

You will be advised of the outcome of your application via email by Faculty Support.

ADMINISTRATION USE ONLY

Date application was considered by the Education Subcommittee:

Evidence to support application attached and adequate: YES/NO

Evidence of assessment completed to date attached and adequate for circumstances: YES/NO

This application is: Approved Not Approved

Rationale of decision:

.....
.....

Student was advised of outcome of application:

Name: Signature:

Date:/...../..... Method:

FACULTY SUPPORT CHECK LIST

- Advise student of the outcome
- Advise student of new due date and HOW to upload a late assessment to Moodle
- Record the new assessment due date on: SMS in assessment section; on Moodle under students submission area; on the Issues Spreadsheet
- Upload this completed form to the students file on the SMS