



## **Student Guide to UCFB Extensions 2025/26**

### **Introduction**

We recognise that unplanned events, including ill health, may occur during your time at UCFB, which could impact your ability to study and complete assessments. This Guide has been designed to outline what you need to do and when, as well as the evidence you need to provide.

### **What do you need to read?**

As well as reading this Guide, make sure that you read:

- Your Course Specification and Module Specifications;
  - [UCFB Undergraduate Course Specifications](#)
  - [UCFB Postgraduate Course Specifications](#)
  - The Module Specification is available on the module pages within the Online Hub.
- UCFB Extension Policy and Procedure; and
- UCFB Mitigating Circumstances Policy and Procedure

### **Why is it important to let us know that your circumstances are impacting your ability to study and complete assessments as early as possible?**

It is important to let us know about any issues you are experiencing as soon as possible so that we can help you find the right support. You may reduce the options available to you if you delay contacting us. The longer you leave it, the fewer options there are!

### **Who should you talk to?**

If you feel that circumstances are affecting your ability to attend lessons and complete your assessments, you should talk to your Module Leader, Course Leader or the Student Support Team. Each of these sources will be able to offer advice on how you can best manage your situation.

It is your responsibility to verify whether a particular assignment is eligible for both extensions. You can do this by reviewing the eligible extension list on the [Online Hub page here](#).

## **Extensions**

### **What are extensions?**

In your student academic year, you have the opportunity to use an extension for a piece of course work (a maximum of two per semester). This applies to all modes of study. If more than two pieces of work have been affected by your circumstances, you are advised to submit an application for Mitigating Circumstances.

These automatic assessment extensions are primarily suitable for written assignments. Some assessments are not eligible for an automatic extension, including: presentations, performance, group work, lab work, practicals, or mathematical assignments etc where students may gain unfair access to questions or answers.

**You are responsible for checking with your Module Leader, Online Hub and Assessment Guide(s) as to whether an assignment is eligible for an extension.**

### **What if an extension is not sufficient to enable completion of the work?**

It is crucial to use your coursework extensions wisely, as you are allowed a **maximum of two per semester**. If, after utilising an extension, you are still unable to engage with the assessment and your circumstances meet the necessary criteria, you may submit an application for Mitigating Circumstances.

Please be aware that if you do not request an extension and submit your work late, it will be recorded as a non-submission and awarded a mark of zero.

### **Using an extension**

In your student academic year, you have the opportunity to use an extension for a piece of course work **(a maximum of two per semester)**.

To activate an extension:

- You need to complete the [Extension Request Form](#) **before 23:59hrs on the deadline date (UK time)**. The form option will be available on the left-hand side of the menu.
- List of assessments that are not eligible for extensions is available on the Online Hub [HERE](#).
- Once submitted, you do not need to wait for it to be authorised, but you must submit your work within seven calendar days (this is seven continuous days) and before the original submission deadline time (UK time). If this period includes a Monday Bank Holiday, you must submit your work within eight calendar days.
- If your submission is on the last day before a UCFB closure, you will need to submit your assessment on the first day when UCFB re-opens.
- If you have already used your automatic assessment extension, and your circumstances meet the definition, you may submit an application for Mitigating Circumstances for any further assessments that you are unable to submit on time.

Below please find indicative timescales for assessment deadlines and extension requests:

<b>Assessment deadline</b>	<b>New submission of assessment</b>	<b>New submission assessment after a Monday Bank Holiday</b>
Monday	Following Monday	Following Tuesday
Tuesday	Following Tuesday	Following Wednesday
Wednesday	Following Wednesday	Following Thursday
Thursday	Following Thursday	Following Friday
Friday	Following Friday	Following Monday

- You will be deemed to have used an extension if you have:
  - Submitted a piece of work that is not eligible;
  - Submitted coursework after the deadline;
  - Filled in the form incorrectly
  - Used an automatic extension and then submitted the coursework on time.
- An automatic assessment extension should not be used as a last-minute attempt to engage with an assessment. You should engage with your Module Leader and discuss any issues or challenges you are facing as soon as you can.
- You should not submit an automatic assessment extension to alleviate conflicting assessment deadlines. You are expected to manage your own workload and time management.

- When you submit your work having used an automatic assessment extension, you need to use the submission mode stated on the Assessment Guide. Please check with your Module Leader if you are unclear where to submit.
- You cannot apply for an extension for a resit assessment. All resits must be submitted by the stated deadline without the possibility of an extension.

