**SCHOOL OF CREATIVE ARTS**

**SHORT-TERM EXTENSION FORM 2022-23**

Name (of Student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme / Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Module (Code & Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project / Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Number: \_\_\_\_\_\_ *<<Add the ref. number for the relevant type of circumstance (see SECTION A).*

Reason for extension request:

*\* Tutors are reminded to refer to the University Guidelines for Exceptional Circumstances on* [[*HertsHub*](https://herts365.sharepoint.com/sites/Learning-and-teaching-resources-and-support/SitePages/Coursework-Extensions.aspx)](https://herts365.sharepoint.com/sites/Learning-and-teaching-resources-and-support/SitePages/Coursework-Extensions.aspx) *when determining whether an extension request should be granted or not - and the type of evidence that is required.*

*Also, please note that an extension should* ***not*** *be approved* ***after*** *the submission deadline.*

*I am asking for a short-term extension because…*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Period of extension agreed by Tutor for final submission: \_\_\_\_\_ Calendar Days \*\*

*(In many cases, an extension of LESS THAN Seven (7) calendar days should be considered to avoid delay in assessment activity).*

**Do you require use of studio or workshop space?**  **□ YES □ NO**

New Final Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Penalties for late submission of work will apply after this date.*

Tutor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section A: EXCEPTIONAL CIRCUMSTANCES reason codes and link to detailed information**

**Link to**[**Self-Certification form**](https://ask-herts-production.s3.eu-west-2.amazonaws.com/uuv425cy6g53cviiao0zcpi75400#file_id=1021)**, this may be required as part of your evidence.**

|  |  |  |
| --- | --- | --- |
| **Re**ason Code | Type of EXCEPTIONAL CIRCUMSTANCES reported | Explanation |
| 1 | Serious/Urgent physical or mental health condition at the time of assessment | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/qzpx25jhn49rcmkx99evxxgdcz7b#file_id=1040) |
| 2a    2b | Disability including mental health disabilities.    You were unable to take the assessment for reasons directly related to your disability / mental health.    An agreed adjustment as described in a Study Needs Agreement (SNA) was not implemented. | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/tkwk6wvld74sk0onsc6ydyx3el5k#file_id=1041) |
| 3a    3b | Death and Bereavement    Death of a significant relative or of a close friend.    Attendance at a funeral at the time of the assessment. | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/h1q6q1blq4byb5rlmdlv94j1ad82#file_id=1042) |
| 4 | Serious personal/domestic problem  (not medical) | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/5kwzl8kq6yr7o9tbgud0f2pgc5ef#file_id=1044) |
| 5 | Exceptional Transport problem | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/oosjkxvub1qfs0fuj1zxdj7607se#file_id=1045) |
| 6 | Serious illness in the family | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/38c90clpg6yxj6nam8qk6t9luwpc#file_id=1047) |
| 7 | Commitment outside of the student’s control | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/3e1me6g0b3duibb6sirctjzd138e#file_id=1048) |
| 8 | Work commitments | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/zzn5om9mqiq2pnyo0bdqwe4drb2s#file_id=1049) |
| 9 | Religious reasons | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/hqgveagf5lm7km4ig123xvwgzcgg#file_id=1050) |
| 10 | Holidays | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/jkhehw3umesgx421ex52mqkclut9#file_id=1051) |
| 11 | Re-instatement following barring of access to StudyNet | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/cnxzybaoe7k3g166s0xtrm1hncl9#file_id=1052) |
| 12a         12b     12c              12d | Computer problems  For online or SDL students: Failure of own computer or software – leading to loss of time to complete coursework, loss of files/data/work  For on-campus students, failure of own computer can only be considered where students did not have access to on-campus facilities    Failure of UH/partner supplied equipment, infrastructure or software.    For students unable to access and/or submit an assignment (not related to debt): Failure or restricted operation of equipment, infrastructure (could be ISP or power failure, or failure of 3rd party online assessment system/invigilation) or other software affecting ability to upload coursework.    For students who have started an online test (including practice quiz) but not able to complete:  Technical or other difficulties that prevent completion once a quiz, online test or exam has been started.    Students must complete the exceptional circumstances request, on Student Portal, and submit it by midnight (GMT applies) on the day following the quiz/test/exam. | [Link to details and examples](https://ask-herts-production.s3.eu-west-2.amazonaws.com/l5rmwv954dedkzyjd7gl7b62rgp6#file_id=1053) |

**Section B UNACCEPTABLE SITUATIONS TO SUPPORT Exceptional Circumstances**

The following are NOT acceptable situations to support a claim of exceptional circumstances, and students should seek the advice of academic or AskHerts staff.

1. Minor or ongoing medical conditions such as a cold or asthma unless the symptoms are so bad on the days of a test/examination that the student is too unwell to attend. In this case section, 1 would apply and appropriate evidence would be required.
2. Death of a relative or friend outside the semester or attendance at a funeral at a different time from the assessment.
3. Misunderstanding of the examination timetable.
4. Oversleeping and missing exam or assessment submission.
5. Financial reasons.
6. Routine or minor transport problem: predictable or partly predictable transport problems such as traffic jams, late train or bus etc, planned transport strikes.
7. Complaints about University of Hertfordshire staff which impact upon assessments (e.g. supervision).
8. Technical difficulties were reported outside the time period indicated above in 12(d).
9. Holidays, house moves or other events that were planned or could reasonably have been expected.
10. Computer or printer failure where the student should have backed up their work.
11. Uploading work onto the wrong site or uploading incorrect work onto the correct site.
12. Normal exam or assessment stress.