Request for an Extension to an Assessed Coursework Deadline (RE1)

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| --- | --- | --- | --- | --- |
|  Name: |  |  | Student Registration Number: |  |

|  |  |
| --- | --- |
| Programme of Study |  |
| Module Code and Title |  |
| Number of working days requested |  |
| Dates you were affected | From: / / | To: / / |
| Assessment Due Date |  / / |

|  |
| --- |
| **Give a brief description of the circumstances which affected you:****Explain how the situation affected your ability to work:**  |

The normal duration of an extension is up to **5 working days**. Exceptionally, a module leader may, by exception, grant up to 10 working days where a) this is linked to an approved learning profile; b) the circumstances are severe; or c) the module has a value of more than 20 credits. Independent evidence is not required to support an application for an extension although students may be asked to explain their reason for the request. Please refer to the [Fit to Sit Regulations](https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/academic-regulations).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |

Please submit this form to your **Module Leader** (or designated Module Leader) for consideration.

**Module Leader/Designate Approval:**

**I AGREE to the above extension request for working days.**

**I DO NOT agree to the above extension**

**NEW DEADLINE:**

**Signature: Date:**