**Personal Circumstances Form – Extension request**

Prior to completing this form you should read the guidance notes found [here](https://www.ljmu.ac.uk/academic-registry/student/registry-services/assessment-coursework-and-examination/problems-completing-your-assessment) and the current Academic Framework Regulations [here](https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework) before submitting this form.

In the first instance, students are advised to contact their tutor, their local study support team, or another appropriate academic member of staff for advice.

In the context of Extenuating Circumstances, LJMU defines the term “Personal Circumstances” to describe serious and exceptional factors outside a student’s control, which adversely affected their performance during their study and not already taken into account by an Individual Student Learning Plan (ISLP). These factors may, for example:

* Require an extension to a deadline to allow the student to submit an assessment;
* Have prevented the student from attending examinations or other timed assessments (e.g. presentation, in class test);
* Have severely impacted the ability of students to complete a timed assessment (e.g. the student was taken ill during the event and was unable to complete the assessment); and/or
* Have caused the student to miss assessment submission deadlines.

Students are advised to read the policy before submitting their application.

**My Details**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extensions**

An extension request must normally be submitted at least **two full working days** (48 hours) before the deadline. An extension request will normally only be considered if the request is submitted within the permitted timescale.

Due to the type and timing of some forms of assessment, it may not be possible for an extension to be given. Where the nature of the assessed work is such that an extension cannot be granted, and the student does not submit or undertake the assessed work, a ‘non-submission’ will be recorded;

**Module Assessments**

Please list the module codes and titles that you are requesting an extension for:

**Module Code Assessment Due Date Module Title**

……………………………….. …/…/……….. ...……………………………………………………..

……………………………….. …/…/……….. ………………………………………………………..

**Details**

Have you sought advice from academic or other relevant staff?

Yes [ ]  No [ ]

Have you had any coursework extensions, alternative assessments or any other consideration for the modules you have listed?

Yes [ ]  No [ ]

Please describe your personal circumstances or details of the relevant scheduled event that will prevent you from attempting the module(s) assessment event. You must provide appropriate supporting evidence (Medical reasons must be supported with a medical certificate). Evidence must relate to the specific dates/periods of the relevant assessment event.

Please attach the relevant evidence.

**Declaration**

I confirm I have read and understand the guidance notes.

I declare that the information provided on this form is a true and accurate account and I agree to the University making independent checks on the information provided and will co-operate with any enquiries. I have provided relevant documentation to substantiate my application.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_\_\_

**Please email your completed form to your programme leader or module leader.**