

# EVIDENCE BASED EXTENSION APPLICATION FORM

Complete this form and submit it **by email** to [hequality@tameside.ac.uk](mailto:hequality@tameside.ac.uk).

**IMPORTANT**: Evidence-based extension requests must be submitted **prior** to the assignment submission deadline and can be made a maximum of 4 weeks before the submission deadline.

Evidenced-based extensions must be requested when:

* you have experienced a longer term, unexpected and/or unavoidable circumstance that requires an extension for longer than 5 working days; or
* you have previously received a self-certification extension for the same issue; or
* you have exceeded your limit of one self-certification extension per semester; or
* you have exceeded your limit of two self-certification extensions in one academic year.

Extensions will not be granted in the final month of your course. In these instances, you will need to apply for extenuating circumstances (see the [HE Extensions and Extenuating Circumstances policy](https://he.tameside.ac.uk/about/policies) for further details).

Ensure you complete all sections of the form and email it as an attachment, along with all the supporting evidence, to [hequality@tameside.ac.uk](mailto:hequality@tameside.ac.uk). Incomplete applications will be returned which could result in your work submission being deemed late, and you may incur a penalty (e.g., assessment capped at a pass).

The amount of additional time requested should be proportionate to the time lost through the circumstances given in the request.

Evidence based extensions will only be granted for unforeseen and/or unavoidable circumstances, please consult the [HE Extensions and Extenuating circumstances policy](https://he.tameside.ac.uk/about/policies) for examples. They will not be granted due to poor time management or other avoidable reasons.

You will receive an acknowledgement email within 5 working days and will receive a decision (by email) within 10 working days. If your application is successful, the decision email will contain your new submission date. These emails will be sent to the email address supplied on this form.

Name: …...................................................(Please Print)

Email ………………………………………………………

Student ID Number:

Course: Year of Course: …………

This submission is relevant to the following module/s:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Module/Unit Code** | **Module/Unit Title** | **Type of Assessment** | **Deadline/ Exam Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**Length of extension requested (This should be proportionate to the time lost due to the circumstances given in the request)**:

……………………………………………………………………………………………………………………………….

**Reason for Requesting Extension:**

Provide full details of why you are applying.

…....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

List the evidence you have submitted: (for examples see the [HE Extensions and Extenuating Circumstances policy)](https://he.tameside.ac.uk/about/policies)

…............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Student Signature :………………………………….. Date:……………………..

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**THE FOLLOWING SECTION TO BE COMPLETED BY COLLEGE OFFICE**

**Request approved:**  Yes  No

**Evidence received**…………………………………………………………………………………………………………….

**Reason for refusal**:

# Data Protection, Confidentiality, and Information provided:

We are committed to ensuring that we comply with the requirements of the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) during this process. All information included in this application will be managed and stored in accordance with our [Data Protection Policy and Data Retention Policy](https://www.tameside.ac.uk/gdpr/).

Confidentiality of the process is also linked to our Safeguarding policy [Safeguarding Policy: Children/Young People and Vulnerable Adults](https://he.tameside.ac.uk/about/policies).