

# A Guide to Granting Extensions for Access to HE

All the information regarding extensions to deadlines can be found online in the QAA Grading Scheme handbook C.

## QAA Grading Scheme Handbook Section C

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

### What you need to know:

#### 1. Reasons for the approval of an extension to an assignment deadline

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The centre team must agree on what might constitute 'extenuating circumstances' entitling a student to be allowed extra time to complete an assignment. It would be expected that these would go beyond the anticipated everyday demands on time which students face, so temporary (e.g. attending a parents' evening) or non-urgent events (such as taking time out during the term for a holiday) would be unlikely to be regarded as a sufficient reason to grant an extension.

Students with documented learning support needs may need additional time to complete work in both exam conditions and private study; this should be agreed upon with the student and the support tutor and noted as part of the students' learning agreement.

#### 2. Centre's formal process for approval of an extension

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The centre must have a formal written process that is followed on each occasion where a student requires an extension to the deadline date shown in the assessment brief. Students must be made aware of the process to follow.

Some centres have institution-wide procedures to handle all aspects of extensions to submission deadlines. A copy of these procedures should be kept in the coordinator's IV folder, and key points of the process should be highlighted in a student handbook, as this is likely to retain all key information.

Students should be advised that to hand in work late without an authorised extension will automatically cap a unit grade at a Pass under QAA regulations where all LOs and ACs have been met.

### 3. Centre's requirement of evidence in requests for an extension

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It is usually expected that students should produce some evidence (such as doctors' notes or appointment cards, emails, or letters) to confirm why they cannot meet a deadline. It is recommended that copied evidence should be kept securely in the coordinator's IV folder and not with the work, as sensitive information may come loose from an assignment. A comment should be written on the assignment advising an internal or external verifier to refer to the IV file or other separate file to confirm that the process has been followed.

There may be some instances where documentary evidence is not readily available (for example, in cases of domestic abuse or bereavement). It is recommended that teams follow their institution's policies to ensure the appropriate care and support for students in such situations. Reference to such support may be kept securely in the coordinator's IV folder or other folder to confirm the extenuating circumstances.

### 4. A reminder of the QAA regulations on late submissions and extensions

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"The provider's standard written procedures for approval of extensions (see 4e Resubmissions on page 5) must be applied on all occasions when a student requests an extension to the deadline given on the assignment briefing sheet".

If work is submitted after the formal deadline has passed, and no extension has been granted (and there are no exceptional extenuating circumstances which explain the failure to request an extension), all grade indicators relating to that unit must be capped at pass - **that is, where a unit is assessed using more than one assignment; if just one of the assignments is submitted late, the grade indicators for the unit are capped at a pass.**

If an assignment is submitted after the deadline without an extension having been granted and the work does not meet the learning outcomes, there is no opportunity for resubmission except via the referrals process. (See Section E.)"

## Contact Details

If you are unsure or have a specific query, please email the support team at [access@gatewayqualifications.org.uk](mailto:access@gatewayqualifications.org.uk).