**Automatic Extensions Scheme**

**What is an Automatic Extension?**

An automatic extension allows a student that is registered with the Student Enabling Centre, to submit assessments up to 7 days after the original deadline date.

**Do these guidelines apply to all disabled students?**

No, different disabilities affect individuals differently so this is only for students that have been assessed as requiring this specific support. Please see your Tutor Awareness Sheet (TAS).

**Do I have to apply for this extension?**

No, however we do recommended that at the start of each semester or as early as possible, that you check with your Personal Tutor or Faculty Enabling Tutor (previously known as SNT) which assessments can be handed in as part of the 7 days automatic extension.

**Will I receive an automatic extension for all of my assessments?**

No. The following assessments are covered under the automatic extensions scheme:

* Case Study
* Coursework
* Placements assignments
* Portfolio work
* Practical’s
* Presentations
* Projects
* Proposals
* Reports
* Research

**What if I need an extension for assessments that are not included in this scheme?**

You will be able to apply as detailed in the [University’s extensions policy](https://www.wlv.ac.uk/media/departments/academic-standards-and-quality/documents/Extensions---Guidance-for-Students.pdf) and provide the required documents to support your application.

**What if I need to apply for an extension beyond the 7 days?**

Please note that the automatic extension is provided in recognition of your disability / condition. Your request for an extension beyond the 7 days will be treated in line with the [University’s extension policy](https://www.wlv.ac.uk/media/departments/academic-standards-and-quality/documents/Extensions---Guidance-for-Students.pdf).

**What if I hand in my assessment within the 7 days but told that it is late?**

Your actual extension date should be on e:Vision so you should not encounter this problem. But, if you do, then provide the Student Centre with a copy of your Tutor Awareness Sheet so that they are aware that you are entitled to this extension. If you experience further difficulties please contact the SEC on Tel: 01902 321074 or [sec@wlv.ac.uk](mailto:sec@wlv.ac.uk).

**What if my 7 day automatic extension falls on a Bank Holiday or University Closure Day?**

You will have your extension period extended to ensure that the work is due on the first available date when the university is open.

**What if my circumstances mean that a short term arrangement, such as an extension, is not appropriate?**

Then you may want to consider submitting a claim for extenuating circumstances. Please refer to the [University’s extenuating circumstances policy](https://www.wlv.ac.uk/media/departments/academic-standards-and-quality/documents/Guidance-for-Students-circumstance.pdf) for guidance.

**What if I am resubmitting work?**

**Please note: Automatic Extensions do not apply to resubmissions**. Please make sure you speak with your Personal Tutor or Module Leader to confirm arrangements for resubmissions.

**Important Notes**:

* Be sure to speak with your Personal Tutor or Faculty Enabling Tutor (FET) at the start of each semester. They should be able to confirm your Automatic Extensions arrangements.
* Whenever possible, aim to complete your work as early as you can to develop your time management skills.
* It is possible that an extension may be refused if it coincides with assessment boards at the end of each academic year.
* If you have an automatic extension for an assessment which has been refused on the basis that the competence being assessed is ‘**time management’** then see your Disability Adviser at SEC as soon as you can to discuss this.
* If you have to **resubmit** an assessment, please note that the hand in date may not be included on e:Vision, so be sure to check to see if the Automatic Extension will apply.