

Guide to Assessment Extensions

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This guide contains some general information on assessment extensions and how to arrange one if required

Avoiding Extensions

Tip 1: Don't put things off - take action now!

Tip 2: Extension requests can often be avoided by having good organisational skills. To find out more, visit the Toolkit resource "[Academic Skills: Study Strategies](#)" for tips on improving your organisational skills.

Tip 3: Seek the support you require early on. You can find out more about the support available to you at the [Student Advice and Support Team](#) page.

Tip 4: If you have a disability, it is possible to get "agreed extensions" provision which means you don't need supporting evidence, but you will still need to ask for an extension. More information about agreed extensions is available on the Disability Services page, under "Support We Can Implement". Please seek the support you require as soon as possible.

Tip 5: Be wary of getting an extension that might overlap with your next assessment.

How to Arrange an Extension

Step 1: Read the course guide. Approaches differ across schools, but the course guide will normally contain information on how to apply for an extension.

Step 2: If you find the course guide unclear, please speak with your school office.

Step 3: Please check with the school office the evidence you need and who can provide it.

Warning: Note that for various reasons, not all requests for extensions will be granted.