

MAYO TRAINING INSTITUTE

Requesting an Extension

SCOPE: Applies to learners Extensions can be available to learners who require extra time to complete an assignment, or need to defer sitting an exam, as a consequence of extenuating circumstances.

What are extenuating circumstances?

Extenuating circumstances are circumstances beyond your control which prevented you from attending an assessment, or submitting coursework by the due deadline. It could also be the case that you attended an exam, or submitted coursework, but your performance was negatively affected by extenuating circumstances. The circumstances may be medical in nature, or an unforeseeable event (i.e. a family bereavement).

Instructions for detailing and presenting an extension request:

- 1) Complete the extension request with supporting documentation where required (i.e. medical note).
- 2) Submit this form by email to your course tutor.
- 3) You should submit this form at the time the circumstances arise and no later than 5 days after the assessment / deadline date.

Consideration of extension request: Your request will be considered through the appropriate channels, and the outcome will be communicated with you in writing. If your request is accepted, you will be assessed on another occasion or in the case of assignment submission, you will be given extra time to submit your work.

APPLICATION FOR EXTENSION TO ASSESSMENT DEADLINE FORM

Personal Details Name:

Contact Number:

Course Name: Course Code:

Please give details of why the extension is required.

A letter from your doctor or medical professional or work manager confirming the need for the extension should be submitted with this application.

For Office Use Only

Fee paid Yes / No

Evidence Presented: Yes / No

Extension Granted / Extension Refused

All relevant people notified (Identify & List):

Comments :

Signed: _____ Date: _____