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| **Student Name:** |  |
| **Name of Course:** |  | **Year of Study:** |  |
| **What Assessment does this relate to:** |  |
| **Project Supervisor:**(if relevant) |  |
| **Course Director or Module/Year/Project Leader:** |  |
| **Assessment Deadline:** |  |
| **Reason why an extension is requested:** |

**Please Note:**

* Extensions are granted for reasons relating to **unforeseeable** and **uncontrollable** situations. Please refer to the associated guidance (link below).
* **Supporting evidence** (detailed medical note, etc.) must be submitted together with the request.
* Extension requests must be submitted in **advance** of the deadline unless evidence of incapacity / inability to do so can be provided.
* Extension requests should be submitted to the Exams Office by email (exams@rvc.ac.uk) or in person / via recorded delivery.
* Applications may only be approved by:
	+ **Course Directors** (for FD, BSc, MSci, GradDip and MSc courses)
	+ **Module / Year leader** (for FD, BSc, MSci and GradDip)
	+ **RP1 or RP2 Academic Lead** (for BVetMed projects)
	+ **Student Performance & Development** **System** (for all courses)

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| **Student / Staff Signature:** |  | **Date:** |  |

***Office Use Only***

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| **Received By:** |  | **Date Received:** |  |
| **Extension Request:** | Approved / Not Approved (please delete as appropriate) |
| **Reason for Not Approving Request:**(if applicable) |
| **Revised Submission Deadline:**(if approved) |  | **(Date & Time)** |
| **Approved / Not Approved by:** |  | **Date:** |  |

**Please refer to the supporting information regarding extension requests that can be found on the College webpages at the following location:**

<https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>