



UoB Assessment Extension Request Guide

1. Log in to your VLE, and click on the 'My Forms' tile.



2. Select 'Assessments Extension Application Form'.

Please choose from following:

- Letter Request
- Change of Course Form
- Assessments Extension Application Form
- Notification of Leave Form
- Attendance Enquiry Form
- Request for a replacement Attendance card

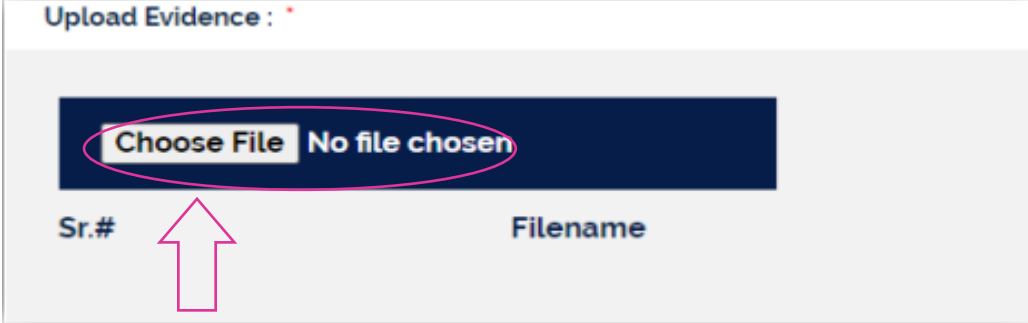
3. The first part of the application form will show your enrolment details, including your student ID number, your names and course. Select the module(s) you want to apply for an extension.

Select Assessment(s) you want to apply extensions for : *

Module	Assessment Type	Date	Time
<input checked="" type="checkbox"/> Healthcare Laws and Ethics	Coursework 1 (010)	16/12/2021	
<input type="checkbox"/> Managing Finance in Health and Social Care Organisations	Coursework 1 (010)	14/12/2021	
<input type="checkbox"/> Operations and Major Incident Management	Practical (010)	10/12/2021	
<input checked="" type="checkbox"/> Strategy in the Public and Private Sectors	Coursework 1 (010)	17/12/2021	

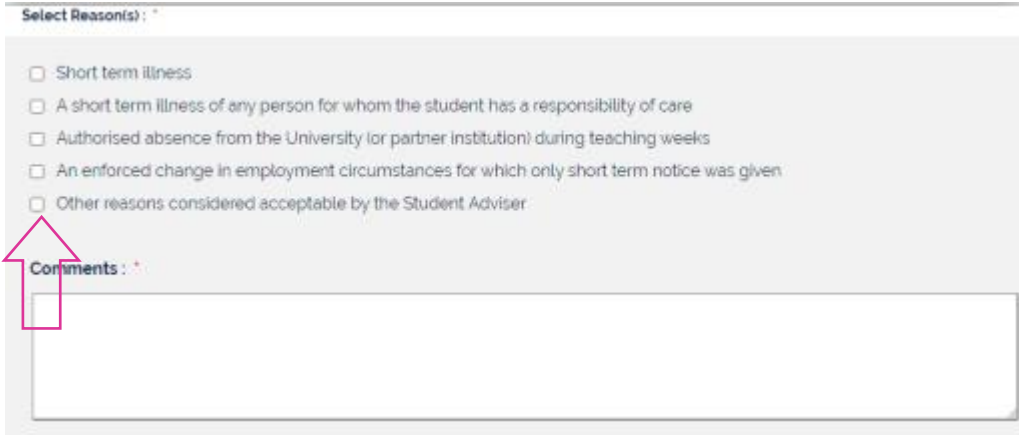
Upload Supporting Document(s), if any:

- Evidence is required to support your request. To upload your documents, simply click on 'Choose file' and upload your chosen documents.



The screenshot shows a form titled "Upload Evidence : *". Below the title is a dark blue button with the text "Choose File" and "No file chosen". The "Choose File" text is circled in pink. Below the button is a table with two columns: "Sr.#" and "Filename". A pink arrow points upwards from the "Sr.#" column towards the "Choose File" button.

- Select the reason(s) for your extension request and complete the comment section below.



The screenshot shows a form titled "Select Reasons(s) : *". Below the title is a list of five reasons, each with a checkbox:

- Short term illness
- A short term illness of any person for whom the student has a responsibility of care
- Authorised absence from the University (or partner institution) during teaching weeks
- An enforced change in employment circumstances for which only short term notice was given
- Other reasons considered acceptable by the Student Adviser

Below the list is a section titled "Comments : *" with a large empty text box. A pink arrow points upwards from the "Comments" section towards the list of reasons.

- Before submitting the application, please ensure that you have read and understood the extension FAQs. Once you have completed this, you will have to confirm you have read and agreed the FAQs, then click Submit.

Once you submit your application, the outcome of your extension request will be e-mailed to your student e-mail within 3 - 5 working days.

If you need any further information, please contact the Student Advice (Director of Studies Office) Email: DOS@manchester.bolton.ac.uk