



University Centre  
**Reaseheath**



*Essential Guide to...*

# **EXTENSIONS and DEFERRALS**



University of  
**Chester**



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Inspiring achievement, driving ambition

## What are extensions and deferrals?

If you feel that circumstances beyond your control will badly affect your next coursework or examination grade, or will cause you to miss a submission deadline or examination, you can request an extension or deferral. An extension gives you a short period (e.g. up to two weeks) extra time to submit your coursework after the official submission deadline. A deferral changes the date of your next coursework deadline or examination.

**NOTE:** A request for extension or deferral can only be made **before** your submission deadline or examination. If your deadline or examination has passed, you should apply for *mitigating circumstances* instead (see the Essential Guide to Mitigating Circumstances).

## How do I request an extension or deferral?

1. Talk to your Course Manager first. If they agree with your request, then...
2. UoC: Complete **form EX1** for an extension, or **form DF1** for a deferral (Chester Portal > [eVision](#) tile).  
HAU: complete the **Mitigating Circumstances Extension Request Form** or **Mitigating Circumstances: Deferral or Condonement Request Form** as appropriate.
3. Obtain a doctor's note or some other form of independent professional or documentary **evidence** to support your request (see table below).
4. Take your completed form and evidence to your Course Manager for final approval.

Type of Circumstances	Types of evidence which may be acceptable
Illness or injury – minor illnesses such as headaches, upset stomachs, coughs, and colds do not apply.	<b>Medical Certificate.</b> This must show dates and nature of the illness or injury, and how it affected you.
Bereavement – e.g. partner, parent, child, sibling, grandchild, or grandparent. Housemates or very close friends may also be considered.	<b>Death Certificate/ Coroner's Report</b> or <b>Letter</b> from solicitor, undertaker, or an <b>Order of Service</b> from the funeral, or a <b>Medical Certificate</b> which states how the bereavement has affected you.
Illness of a dependent/ relative – acute illness or injury affecting a person or persons which require your close and frequent attention.	<b>Medical Certificate.</b> This must show dates and nature of the illness or injury, and how it affected you and your dependant/ relative.
Work commitments – part-time students only.	<b>Evidence from Employer</b> – this needs to demonstrate an unusual and significant workload.
Difficulties associated with travel – major incidents only, e.g. motorway closure, mechanical breakdown, cancelled flight. Traffic jams and missed buses/ trains are not acceptable reasons.	<b>Confirmation from a Transport Official</b> or <b>the Breakdown Service</b> , and <b>Proof of Travel Arrangements</b> (e.g. ticket/ booking confirmation).
Domestic problems.	<b>Medical Certificate</b> or <b>Other Official Evidence.</b> This must confirm the nature of the circumstances and the impact they are having on you.
Victim of crime.	<b>Police Documentation</b> or <b>Insurance Claim</b> or <b>Medical Certificate/ Report.</b>
Disabilities – for which reasonable adjustments are not yet in place, and where the delay is not your fault.	<b>Letter from HEST (HE Support Team).</b>
Legal proceedings requiring attendance.	<b>Evidence from a Solicitor or the Court.</b>

## What might I gain by making a request?

If you are successful in your request, the Extensions and Deferrals Board may:

- (a) Give you extra time to complete your coursework without penalty during the current academic session  
...or...
- (b) Move the date of your coursework deadline or examination to the next assessment period.

## Appeals

If you feel you have a good reason to do so, you may appeal against the outcome of your request. Further information on appeals may be found on the Academic Quality Support Services ([AQSS](#)) pages on the Chester Portal (Chester Portal > Management > Academic Quality Support Services), but note that strict eligibility criteria apply.