**AQ5: Extension for completion of work beyond the Final Awards Board Date**

Extensions are not an automatic right for any student. In supporting any request for an extension the student will need to show that the centre supports them in making the request and that where the work will be graded, there is ‘just cause’ for the extension in respect of exceptional / extenuating circumstance. No extension requests will be granted by an External Moderator if they are not supported by the Centre. Where Centre / Providers support a request for an extension they must be mindful of the need to resource the marking of any work which is submitted in line with the extension requirements.

**Using this form:**

This form should be used for the following situations:

1) Where a student, as a result of exceptional / extenuating circumstances[[1]](#footnote-1), is unable to complete all their work by the Final Awards Board date. In this instance an extension maybe granted such that the completed work would still be eligible to be graded.

2) Where a student does not show good cause for the inability to complete, but, on balance the centre wishes the student to be allowed to complete the programme. In this instance any remaining assignments would be automatically ineligible to be graded and as such would be ‘capped to pass’.

Where exceptional / extenuating circumstances apply appropriate evidence should be presented to the External Moderator and the Final Awards Board warrant the granting of the extension. Where the student has ‘no good cause’ the board need only be satisfied that the proposed end date falls within the maximum period of the student’s registration with LASER. In this instance

**Deadlines:**

Where a student wishes to progress to HE in the Autumn of a given year UCAS require the results for that student to be provided by 31st July (at the latest). Therefore, in setting any extension centres should be mindful of the need to allow time for the marking of assessments such that the LASER will be in receipt of the marks by 31st July. Therefore, we would recommend that the centre allow at least five working days between the extension date and the 31st July to allow for marking and processing of work. If a student does not wish to progress to HE in the Autumn of the given year then the extension can be granted for a longer period of time. This will need to be by agreement with between the student, the centre staff and the relevant External Moderator. Where the extension will allow for the student to be graded it should be noted that the setting of any extension should mitigate against exceptional circumstances but should not allow the student unfair or unjust advantage. For example, where an extension is granted in terms of the sitting of an ‘in-class examination’, the examination paper should be a different assessment to that already sat by their colleagues.

**How to make an application**

1. The attached form should be completed by the student and endorsed by the Access Co-ordinator for cases where the provider wishes to support an extension beyond the Final Awards Board date. The student should provide documentary evidence of ‘just cause’ where exceptional / extenuating circumstances are claimed. The student must also identify the units for which the extension is being requested and a rationale ‘action plan’ for how these will be achieved. The Access Co-ordinator may refuse to accept a request for an extension at this point. Where this happens the reasons for the refusal must be clearly explained in writing to the student.
2. Where the centre supports the request for extension, the completed form should be submitted to the AVA external moderator before the Final Awards Board and no later than the Preliminary Awards Board meeting (in all but the most exceptional circumstance[[2]](#footnote-2)).
3. The Application for Extension will be considered by the External Moderator at the Preliminary Awards Board meeting (or remotely in exceptional circumstances), the External Moderator will form a judgment on the situation taking into account student evidence and also the input of the relevant tutor(s). If the External Moderator agrees the extension then this will be endorsed and passed back to the centre for ratification by the Final Awards Board. Confidentiality should be respected within this process and there is no requirement that the Final Awards Board be shown evidence of sensitive personal information. Whilst the AQ5 should be passed to the Final Awards Board there is no requirement that any subsidiary evidence be passed forward. This should only be seen by the centre and the relevant External Moderator.
4. The formal decision taken by the Awards Board will be recorded in the minutes.
5. The Access Co-ordinator and External Moderator will undertake to:
   1. The Co-ordinator will ensure that the student is informed of the decision and the actions required by them
   2. The Co-ordinator will make arrangements for the assessment of the outstanding work within 5 working days of submission
   3. Upon completion of the marking of all assessed work the Co-ordinator will then forward the completed AQ5iv to the external moderator noting the outcome of the extension (including forwarding copies of relevant assessment should the EM request this).
   4. The EM should then complete Section D (an e-signature would be deemed appropriate) and forward this to LASER.
   5. The Co-ordinator will then download a new RAC[[3]](#footnote-3) to update the student’s achievement incorporating the results of assessment from the extension. The completed RAC must then be uploaded to Quartz which will generate an email to the EM to verify the result (including grading if appropriate). Where students are applying for entry to HEI in September this process must be completed by the 31st July
   6. The Co-ordinator will alert the Chair of the Final Awards Board that the Award of the Diploma outcome of the extension has been approved by the external moderator

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| --- | --- | --- | --- |
| Centre Name |  | | |
| **Diploma Title** |  | **Programme Code** |  |
| **Name of Learner** |  | | |
| **A. Statement by Learner** *Please provide information on* *the relevant individual circumstances which will prevent you from completing on time (where appropriate please associate evidence)*  * your proposed targets for completing the necessary work. You need to be able to complete your work by **24th July** at the very latest if you are intending to enter HE in the autumn. Please be aware that you need to give your lecturer(s) sufficient time to be able to complete the assessment of your work and report your results to the External Moderator and LASER by July 31st**.**   **I confirm that the details recorded above are truthful and accurate.**  Learner’s name Date:  **Learner’s signature** | | | |
| B. STATEMENT BY PROGRAMME CO-ORDINATOR I support this application for an extension beyond the Final Awards Board date and undertake to arrange for completion of the assessment and reporting of results to the Laser Access office within 5 working days of the agreed extension date or of July 31, whichever is the earliest date.  Access Co-ordinator’s name: Date:  **Access co-ordinator’s signature:**  *(e-signature acceptable)* | | | |

**C) Units for which an extension is requested**

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| --- | --- | --- | --- |
| **Unit Title** | **Code** | **Level** | **Credit Value** |
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| **D. OUTCOME OF ASSESSMENT.** Please tick **✓** the relevant statement. This will assist the AVA in reporting on the success of granting extensions where appropriate. | |
| The learner completed the work to a sufficient standard to be awarded the full Diploma within the time frame of the extension[[4]](#footnote-4) |  |
| The learner completed the work but not to a sufficient standard to be awarded the full Diploma (present the learner’s results for Award of Credit only) |  |
| The learner did not complete the work within the time frame of the extension |  |
| COMMENTS:  Name of External Moderator  Signature of External Moderator Date:  *(e-signature acceptable)* | |

Please submit this pro-forma to the external moderator with **sections A, B and C** completed **before the Final Awards Board**. The partially completed form should then be retained by the Access Coordinator until the work is submitted.

After the work has been assessed, the External Moderator[[5]](#footnote-5) should complete **section D**. The completed pro-forma should then be returned as soon as the outcome is known, by either the moderator or the Access Coordinator, to the AVA in order to allow for the timely certification of results for the learner

***Office use only:***

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| *Date received by AVA* |  |  |  |

1. Exceptional circumstances would normally include serious illness of the learner or a close family member; a close family bereavement; any other unforeseen serious circumstance beyond the learner’s control which prevented the learner from being able to meet the standard deadline for the completion of work. [↑](#footnote-ref-1)
2. If as a result of unforeseen circumstances a student who was expected to pass at the point of the Pre-Awards Board is suddenly unable to then the EM must be notified and the appropriate documentation completed prior to the Final Awards Board. In this instance NO extension will be granted without the explicit agreement of the relevant External Moderator [↑](#footnote-ref-2)
3. New RACs can be downloaded from Quartzweb once the previous RAC has been processed – this will give a record of any units already awarded and will allow achievement of units granted an extension to be recorded [↑](#footnote-ref-3)
4. Unit grade(s) achieved (if applicable) must be recorded on the Recommendation for the Award (RAC) form as appropriate [↑](#footnote-ref-4)
5. If the external moderator is unavailable the Access Coordinator may sign here but the AVA Access office must be contacted as soon possible to explain why this has happened to ensure that the certification can be released for the student. [↑](#footnote-ref-5)