Coursework Extensions for Students with Support Plans

Disability Support Services
The University of Nottingham

Contents

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Coursework Extensions for Students with Support Plans

This guide is in place to help you with understanding the coursework extension process for students with Support Plans. If you do not have a Support Plan, then you will not be able to use this process.

This is different from the Extenuating Circumstances (EC) process, which students without Support Plans can use to request coursework extensions. Please make sure that you use the Coursework Extension Referral Form, the details of which are described below.

Coursework Extension Referral Form (CERF)

If you find you need more time to complete a coursework assignment during your studies, you can apply for an extension using the online coursework extension form.

This will be approved by your department, not by Disability Support, and the duration that is approved will vary depending on the policies of your department. We strongly recommend that you speak to your DLO about this so you know what you are eligible for.

You may complete the form once per assignment, and you must submit it before the deadline. Some departments require you to email lecturers for confirmation, so make sure you understand the process so you don't run out of time.

You can also submit it as early as you need to. This can be very useful if you have multiple deadlines scheduled in the same week, and you are worried about completing them all.

You can use the Coursework Extension Form for written coursework assessments. This does not include exams of any kind. During your studies you might need additional time on other forms of assessments, like presentations, group work, lab reports or portfolio work. For these, please speak to your module convenor first, as they will be able to advise you on what to do next, and what the process is for getting additional time. What is possible will depend on the module and your departmental policies.

Filling in the Form

To fill in a form, you need to go here:

https://www.nottingham.ac.uk/studentservices/services/students-with-support-plans.aspx

This will take you to the landing page below, which gives you information about the coursework extension process. Once you have read this, please click the Register and Academic Affairs Form banner (circled in the image).
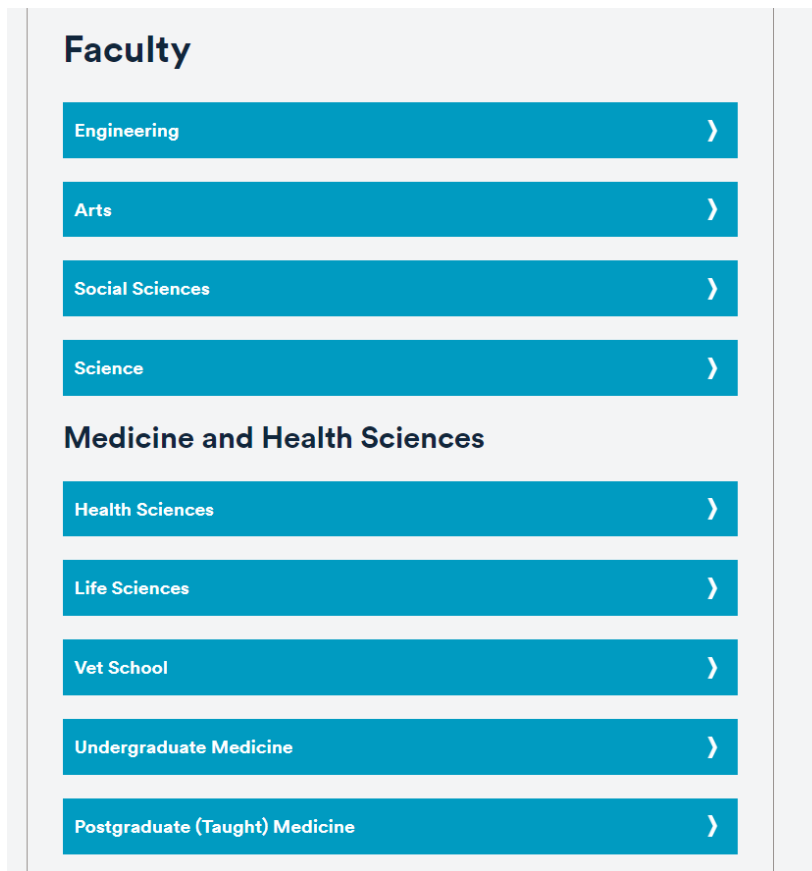

The next page you see will have a number of white banners towards the bottom of the page. You need to click open the one labelled 'Students with Support Plans – request an extension to coursework'

This will then show you a number of different options:

Your next steps will depend on what faculty and/or school you belong to. If you are not certain which faculty your course is in, you can check this here:

https://www.nottingham.ac.uk/departments/byfaculty.aspx

Remember, if you get confused, or there is an issue with the form, you can contact your DLO as soon as possible for support and advice.

Undergraduate and PGT students:

Faculty of Engineering:

You need to email the Academic approver (below) to request approval for your coursework extension in advance. Make sure you tell them the module and assignment details, and your requested duration of extension. They will then respond to your email.

Once you have this, you can submit the online form that you can access from the above webpage. You will be asked to upload a screenshot confirming your academic approval at the end of the form. This screenshot must include:

- The sender
- The module & assignment details
- The approved extension date

For an example of an approval email click here

Approvers vary depending on your specific department:

Architecture & Built Environment: Module Convenors

Chemical & Environmental Engineering: Heads of Year

- Steve Grebby (Yr1)
- Maryam Mohammed Zadeh (Yr 2)
- Ian Lowndes (Yr 3)
- John Turner (Yr 4)
- Ellie Binner (MSc)

Civil Engineering: Valentin Heller (in his absence, Rasa Remenyte-Prescott, Carlos Osorio Sandoval)

Electrical & Electronic Engineering: Angela Nothofer (Disability Liaison Officer) or David Dewar (Disability Liaison Officer)

Foundation Engineering & PS: Module convenors or Sobia Qazi (in her absence Francesco Piga)

Mechanical, Materials & Manufacturing: Louise Brown (DLO) or DLO Team

Faculty of Arts:

This is an online form that requests only the module and assessment information. Fill in the form and submit it before the deadline, and it will be automatically approved. You do not need to do anything else or speak to anyone in advance, unless you need longer than the standard 1-2 week extension. If that is the case, please speak to your personal tutor, DLO or module convenor.

Faculty of Social Science

This is an online form that requests only the module and assessment information. Fill in the form and submit it before the deadline, and it will be automatically approved. You do not need to do anything else or speak to anyone in advance, unless you need longer than the standard 1-2 week extension. If that is the case, please speak to your personal tutor, DLO or module convenor.

Faculty of Science:

This is an online form that requests only the module and assessment information. Fill in the form and submit it before the deadline, and it will be automatically approved. You do not need to do anything else or speak to anyone in advance, unless you need longer than the standard 1-2 week extension. If that is the case, please speak to your personal tutor, DLO or module convenor.

Faculty of Medicine and Health Sciences:

What you need to do will depend on your department

Life Sciences

You need to email the module convenor to request approval for your coursework extension in advance. Make sure you tell them the module and assignment details, and your requested duration of extension. They will then respond to your email.

Once you have this, you can submit the online form that you can access from the above webpage. You will be asked to upload a screenshot confirming your academic approval at the end of the form. This screenshot must include:

- The sender
- The module & assignment details
- The approved extension date

For an example of an approval email click here

Health Sciences

This is an online form that requests only the module and assessment information. Fill in the form and submit it before the deadline, and it will be automatically approved. You do not need to do anything else or speak to anyone in advance, unless you need longer than the standard 1-2 week extension. If that is the case, please speak to your personal tutor, DLO or module convenor. Please note that this form has a 30 minute timer to submit it.

Vet School

This is a word document form that requests the module and assessment information. You will need to fill this in, then get it signed by your module convenor, personal tutor or DLO.

Once it is complete, you must email the coursework extension request form to your Faculty Assessment Team to review and confirm the request (ss-Assess-mhs@nottingham.ac.uk)

It must be emailed to the Faculty Assessment Team before the deadline.

Undergraduate Medicine

This is a word document form that requests the module and assessment information. You will need to fill this in, then get it signed by your module convenor, personal tutor or DLO.

Once it is complete, you must email the coursework extension request form to your Faculty Assessment Team to review and confirm the request (ss-Assess-mhs@nottingham.ac.uk)

It must be emailed to the Faculty Assessment Team before the deadline.

Postgraduate Medicine

You need to email your module convenor to request approval for your coursework extension in advance. Make sure you tell them the module and assignment details, and your requested duration of extension. They will then respond to your email.

Once you have this, you can submit the online form that you can access from the above webpage. You will be asked to upload a screenshot confirming your academic approval at the end of the form. This screenshot must include:

- The sender
- The module & assignment details
- The approved extension date

For an example of an approval email click here

PGR students in all faculties

PGR students may have a recommendation in their Support Plan for extensions to their registered period, thesis pending period, or corrections period. If you need additional time, you will need to apply for this through your department. However, different departments will have different processes and applications for this, though normally it will go through student services.

If you need advice on how to apply for additional time, please speak to your supervisor for advice on what to do next.

Submitting an extension for a module outside of your home faculty

If you are a Liberal Arts or Natural Sciences student, or are taking a module in a different faculty to the one in which your course sits, you must submit the coursework extension form using the process for the faculty that the module sits in. For example, if you are a Psychology student (Faculty of Science) doing a French module (Faculty of Arts) and you needed an extension on the French module assignment, you would submit a Faculty of Arts extension form.

Next Steps

Once you have submitted your form, this will be reviewed and approved by Student Services. This may take several days, so try to submit your coursework extension form as early as possible to make sure you know the outcome and the duration of the extension approved.

If you have not heard back by the day before, or have only submitted close to the deadline, email your module convenor and DLO to ask if there is anything you need to do while you wait for approval.