

“I need longer to finish an assignment”

How to...

Apply For Extensions

1.

If you feel there are circumstances which will prevent you from completing a piece of work in the given timeframe then you will need to apply for an extension.

2.

You cannot apply for an extension on or after the date of submission, and it is recommended that you talk to your Academic Coordinator (AC)/Course Leader (CL) before this, but if this is not possible then you can skip this step. If successful, the standard extension period given is 10 days.

3.

Download an “Assignment Extension Application Request Form”, fill it in and return it to the AC/CL OR email it to sao@bishopg.ac.uk (this must be from your student email). There must be some form of evidence attached, as well as your signature They will complete Section 2 of the form and send a copy back to you which will confirm that the Extension has been granted.