

What is an extension?

- An extension is a self-certified request which allows you **5 additional working days** to complete your assessment(s).. You can only submit an extension up to the deadline for your assessment, and not after. This means you must submit an extension request BEFORE your assessment deadline.
- Evidence is no longer essential for requests to be approved, but you have the option to attach supporting information should you wish to do so.
- You can only ever submit one extension request per assessment, provided it is eligible for an extension.
- All extension deadlines will provide you with an 5 additional working days from the original deadline to submit your work. If you can't meet this deadline once granted, you cannot then apply for another extension request for that assessment. In this case, you will need to apply for Extenuating Circumstances (EC) which do require supporting information to verify your circumstances before consideration. All the details to the procedure and associated forms can be accessed by clicking [here](#). Examinations and in-class tests are not open to extension requests.
- Assessments that have been referred, deferred, or are being taken under a tutor reassessment are ineligible for extension requests.
- Once you have submitted your request, you will be informed by the system of your new submission date.

How do I apply for an extension?

You can get to the extensions page by going to MyHud and selecting 'extensions' on the left-hand side of the page. You can then apply for an extension by clicking the 'apply' button on the extensions page.



About Extension Requests

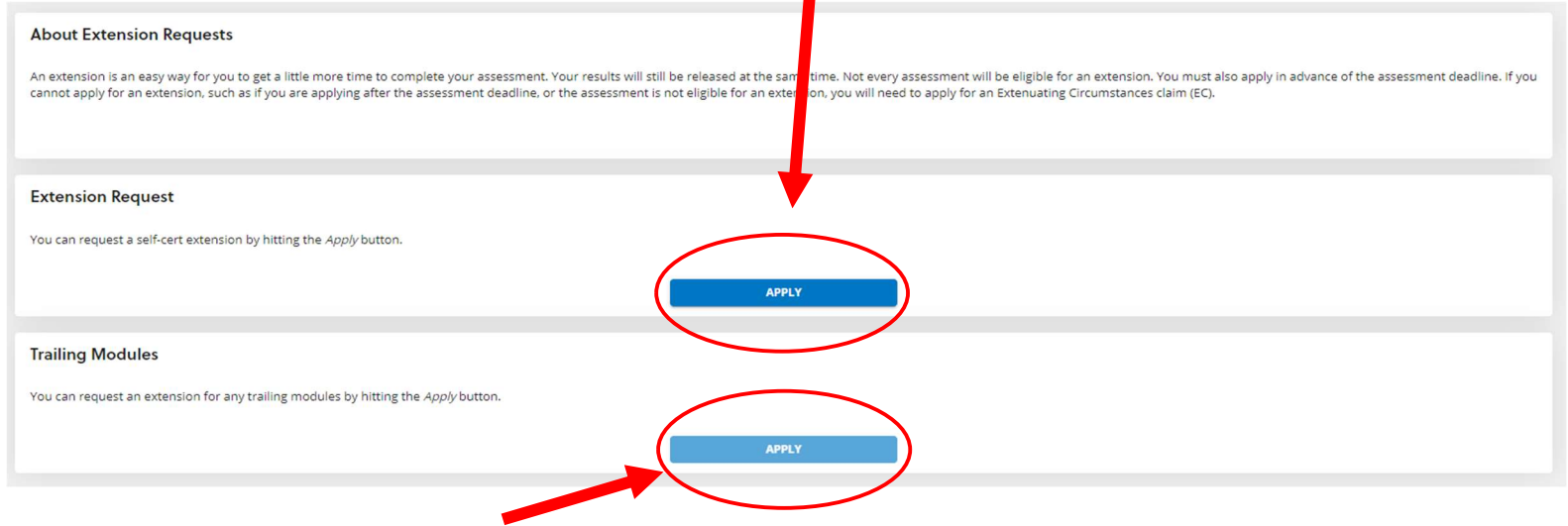
An extension is an easy way for you to get a little more time to complete your assessment. Your results will still be released at the same time. Not every assessment will be eligible for an extension. You must also apply in advance of the assessment deadline. If you cannot apply for an extension, such as if you are applying after the assessment deadline, or the assessment is not eligible for an extension, you will need to apply for an Extenuating Circumstances claim (EC).

Extension Request

You can request a self-cert extension by hitting the *Apply* button.

Trailing Modules

You can request an extension for any trailing modules by hitting the *Apply* button.

The image shows a screenshot of a web page with three sections. The first section is titled 'About Extension Requests' and contains a paragraph of text. The second section is titled 'Extension Request' and contains a paragraph of text followed by a blue 'APPLY' button. The third section is titled 'Trailing Modules' and contains a paragraph of text followed by another blue 'APPLY' button. Both 'APPLY' buttons are circled in red. A red arrow points from the top of the page down to the first 'APPLY' button, and another red arrow points from the bottom left towards the second 'APPLY' button.

If you are wishing to apply for an extension for a 'trailing module', you can click the 'apply' button on the applicable section. A 'trailing module' is a module you are carrying from the previous academic year into the current one.

You will then be taken to the extensions page. Here you will first input the reason for your extension (e.g. illness etc.)

Reason For Request

Please provide details of why you are requesting an extension.

Please select one category from the available list which you consider best describes the circumstances impacting you.

Category

QUIT NEXT

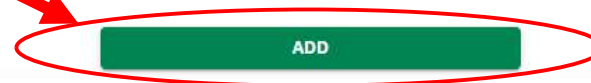
You will then choose which category the reasoning for your extension falls under by clicking the dropdown. If you don't think your reasoning fits into any particular category, you can just choose 'other'.

Once you click 'next', you will then be taken to a page where you can select which assessments you would like to apply for an extension for. You can choose multiple eligible assessments by clicking the 'add' button beneath each assessment. If you make a mistake in your selections at this stage, you can click 'remove' beneath the assessment.

Assignment



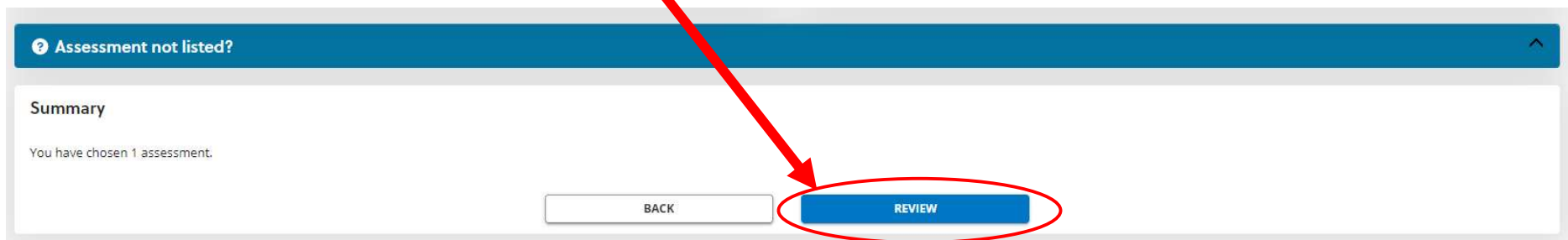
- Due 31/Jan/2025
- 5 days extension available



Some assessments are ineligible for an extension. These will be marked 'unavailable'.

If there is an assessment missing from this page, please email My Course Enquiries mycourse.enquiries@hud.ac.uk

Once you've selected all the assessments that you want to request an extension for, click 'review' at the bottom of the page. This will bring you to the next page where you can review the assessments you are requesting an extension for.



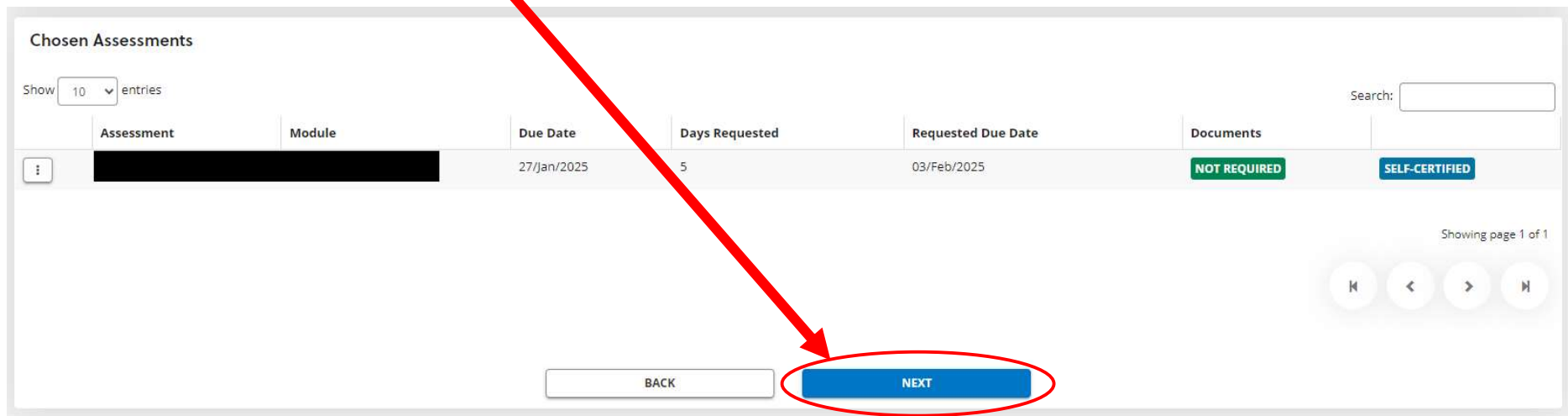
Assessment not listed?

Summary

You have chosen 1 assessment.

BACK REVIEW

If you are happy with your choices, click 'next'.



Chosen Assessments

Show 10 entries

Search:

Assessment	Module	Due Date	Days Requested	Requested Due Date	Documents
		27/Jan/2025	5	03/Feb/2025	NOT REQUIRED SELF-CERTIFIED

Showing page 1 of 1

BACK NEXT

This will then bring you to a final summary page of your request. If you are happy with everything on this page, click 'confirm'.

Attached Documents (Optional)

Show entries

Search:

File Name	Document Name	Size	Uploaded
No information available			

No records to show

Once you have submitted your request, you will be informed by the system of your new submission date.

You can view all your submitted requests by clicking 'extension request history.'

Extension Requests

- Request an Extension
-