

## Student Guidance on Extension Requests

If you are struggling to meet a deadline due to circumstances outside of your control, you can request an extension. Extensions will not be granted for assessments lasting 24 hours or less. You should request an extension before the submission deadline of your coursework assessment. Extension requests submitted after the deadline cannot be considered. For assessments with durations of 3 weeks or less, the maximum extension that you will be able to request is 50% of the assessment period concerned, e.g. for a two-week assessment, the maximum permitted extension will be one week. Please note that your department may not feel that it is appropriate to offer you the maximum permitted extension. You should request an extension through the procedures used in your teaching department; there is further guidance available on the [Extension Policy](#) web page. LSE will continue to apply [penalties for the late submission of coursework assessments](#) where an extension has not been agreed.

You will need to give a reason for your request, with a clear supporting statement, and evidence that corroborates your statement. The [Standards of Evidence](#) (SoE) table has been updated for 2022/23 to show what evidence will normally be required when you request an [extension](#), [deferral](#) or [Exceptional Circumstances](#) (ECs). Whatever evidence you submit, it is crucial that it confirms, either explicitly or implicitly, the impact upon you of your circumstances at the relevant times (for example, your assessment deadline) and is supplied by an independent party that witnessed the impact or where the circumstances/timing are such that the impact can be clearly implied.

Decisions will be made solely on your statement and the corroborating evidence you submit. Decision makers must be able to confirm your statement by looking at the evidence and so you should ensure that you submit sufficient relevant evidence. LSE's preferred form of evidence is that provided by independent third parties as detailed in the SoE table. Where possible, you should submit evidence from independent third parties not connected to you or the LSE; for example, a GP, medical consultant etc. Such evidence is likely to be the most persuasive when decision makers are considering your case.

Please note, a letter written by an independent third party that simply repeats what you have informed them of will not be sufficient. Rather, the evidence needs to confirm their opinion regarding the impact your circumstances have on your ability to meet the deadline. You should make every effort to obtain independent corroborating evidence of the impact your circumstances have on you. It is best not to rely on statements of support from staff if possible. There are certain specific circumstances where staff can provide supporting evidence. This is set out below. In general, the threshold for what will be considered as acceptable evidence may be different depending on the length of extension requested. Similarly, the circumstances concerned will dictate what you can reasonably be expected to provide to corroborate your statement.

### Guidance for standards of evidence for Students with My Adjustments

If a student has a disability or long-term health condition, they may feel better at some times than others. This may be because they have symptoms that change over time, or the condition is exacerbated by stress or other factors beyond their control, or they may have periods of crisis. [My Adjustments](#) (MAs) are designed to proactively support all the different aspects of the condition, including acute episodes and fluctuations. It does this by anticipating a student's needs in advance and making sure that they have easy access to effective support and adjustments when they need them.

If you have 'My Adjustments' and extensions to deadlines is *explicitly stated in your plan*, you should still request an extension via your department if you require one. However, in these circumstances you should not have to provide medical evidence, *the My Adjustments plan should be classed as the evidence*.

### **Evidence provided by LSE staff**

The revised SoE table clarifies that in limited circumstances, LSE staff *might* be able to provide evidence in support of student requests, such as, where it is not possible for you to obtain sufficient external evidence. *Staff are not obliged to provide evidence*. In these cases, Academic Mentors, Student Counsellors, Mental Health Advisers, or Disability Advisers *might* be able to provide a statement as evidence in support of requests to defer an assessment. Please note that staff in these roles can only provide supporting evidence if:

1. You have engaged with them sufficiently prior to the affected assessment(s) such that they are fully conversant with your situation and there is evidence of such meetings and/or correspondence.
2. The staff member is satisfied that there will be an adverse impact on your ability to submit coursework or sit an exam.
3. You have engaged with them proximately to the assessment(s) concerned so they can comment on your circumstances at that time, including any deterioration in your circumstances etc., and the likely impact upon you with regard to your ability to engage with your studies/assessments.
4. You cannot, for good reason provide other independent evidence to demonstrate that your circumstances were unforeseen, outside of your control and had a significant impact on your ability to study and/or take assessments.

Staff *will not* simply confirm what you have told them about any impact upon you.

Furthermore:

- Staff members cannot provide or confirm a medical diagnosis - please do not ask them to do this. Staff will not be expected to comment on the quality or appropriateness of your evidence;
- Staff must be given adequate notice to respond to enquiries about deferrals, and when a statement in support of your application is required. It is your responsibility to allow a reasonable amount of time. Staff should be given as much notice as possible to respond to enquiries. When a statement in support of your application is required, you should contact staff as soon as you feel able to do so.

To be clear, the person providing the evidence (whether external or internal) does not necessarily need to be able to confirm your circumstances. However, for their evidence to be worthwhile, they must be able to attest to having witnessed the impact of the circumstances on you at the time in question; unfortunately, simply repeating what you have said, will not be helpful.