

Guidance for Disability Advisory and Support Service (DASS) Related Automatic Extensions

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1. Introduction and Scope

- 1.1 In specific cases, DASS will assess disabled students, or prospective students, and determine that they may, on occasion, require additional time to complete their written assignments as a direct result of their disability.
- 1.2 This document sets out the University's Guidance for the practical application of DASS-related Automatic Extensions. It should be read in conjunction with the [Policy on Mitigating Circumstances](#) and where appropriate, the [Mitigating Circumstances Procedures](#) and the [DASS Guidance for Dealing with Disability Related Requests for Mitigation](#).
- 1.3 This Guidance applies to Undergraduate and Postgraduate Taught students. It will only apply to Postgraduate Research students when they are studying any taught elements of a doctoral programme of study. The Policy referring to mitigating circumstances affecting Postgraduate Research students is the [Policy on the Circumstances Leading to Changes to Postgraduate Research Study](#).

2. Guidance

- 2.1 This Guidance does not apply to all disabled students. Automatic Extensions must only be applied where this is explicitly stated on the student's University Support Plan, which is available from the [School/Division Disability Coordinator](#).
- 2.2 The Automatic Extension is for a period of precisely seven calendar days (the time of day of the original deadline must be adhered to if students utilise the Automatic Extension).
- 2.3 Students should not be required to submit requests for mitigation or any local paperwork or evidence when utilising the Automatic Extensions facility. This is reflected in the Mitigating Circumstances Procedures.
- 2.4 Automatic Extensions only apply to assessed written work.

Assessments that will not normally be eligible for an Automatic Extension include:

- Group/team work
- Presentations
- Formative coursework
- Assessments limited by logistical constraints e.g., assessments to be completed whilst on a field trip; short recurring deadlines e.g., where assessments are to be submitted weekly for a particular unit; continuous ongoing course work e.g. portfolios; or where feedback needs to be provided to students before the extension end date.
- Practice elements of professional practice modules
- Work which is required to be completed within a set timescale because to do so is a professional competency standard

- Practical/skills based work
- Take home timed, written examinations (any appropriate DASS-recommended examination adjustments should normally apply in this scenario)

The above is not an exhaustive list, and there may be other cases where it is not possible to accommodate an Automatic Extension. For this reason, Schools must inform students exactly what pieces of work the Automatic Extensions do not apply to. This may be through existing communication routes e.g., Blackboard or email.

Students should follow the Policy on Mitigating Circumstances where Automatic Extensions do not apply.

- 2.5 Along with first sit submissions, Automatic Extensions should also normally apply to resubmissions (referral or deferral).
- 2.6 Students must make an application *via* the Policy on Mitigating Circumstances if they wish to make a request for a further extension beyond the 7 calendar days already permitted.
- 2.7 Students must make a request for mitigation *via* the Policy on Mitigating Circumstances if they feel that their difficulties have affected performance in an assignment where they have already utilised the Automatic Extensions facility.
- 2.8 If an Automatic Extension deadline will fall on a closure day or bank holiday students should normally be expected to submit their assignments electronically where this facility exists. Where possible, Schools are encouraged to set their deadlines so that this does not occur.
- 2.9 Schools and DASS should encourage students to complete their work as early as they can to develop their time management skills. Students can access support to do this via the My Learning Essentials programme and specialist DASS support where applicable.

Students should be advised that extensive use of the adjustment may be counter-productive as using the extension each time may impact on revision or examination periods. Students should be directed to the 'Student FAQ on Automatic Extensions', and a link to this will be included in their copy of the University Support Plan.

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Policy owner:	Lyle Millard, Head of DASS
Lead contact:	Louise Pepper-Kernot, Deputy Head of DASS