Student guidance on DASS-related Automatic Extensions

1. What is an Automatic Extension?

An automatic extension allows some students who are registered with the Disability Advisory and Support Service (DASS) to submit assessments up to precisely seven calendar days after the original deadline date (the time of day of the original deadline must be adhered to if students utilise the Automatic Extension).

It does not apply to all students who are registered with DASS; it only applies if this arrangement has been agreed with DASS and if it is reflected in your University Support Plan.

2. Should I always use my Automatic Extensions?

We strongly recommend that you do not use Automatic Extensions for each piece of work, wherever possible. You are strongly encouraged to complete your work as early as possible. Extensive use of the adjustment may otherwise be counter-productive as using the extension each time may impact on revision or examination periods.

If you have difficulties with time management, organisation, procrastination or time taken to complete work, there are lots of resources that you can access to work on skills in this area to minimise the need to use them:

- The University's My Learning Essentials skills programme offers a wide variety of online resources, workshops and drop ins.
- The University Counselling Service also offers an extensive range of workshops such as managing procrastination, managing exam stress etc.
- If you have access to a Specialist 1:1 Study Skills tutor or Specialist Mentor, they can work with you on techniques and strategies to enable you to learn the skills to work to deadlines wherever possible. If you don't have access to this support, please do contact DASS to see if you would be eligible to do so

3. Do these guidelines apply to all disabled students?

No, different disabilities affect individuals differently so this is only for students that have been assessed as requiring this specific support. If you have access to Automatic Extensions, this will be listed on your University Support Plan which will have been sent to you by DASS via email.

Automatic Extensions only apply to Undergraduate and Postgraduate Taught students. It will only apply to Postgraduate Research students when they are studying the 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.

4. Do I have to apply to/inform the School each time I wish to use the Automatic Extension?

No – you should normally just be able to submit the work up to the Automatic Extensions deadline. If you are unsure whether the submission process remains the same, please check with your School Disability Coordinator

5. Should I receive an automatic extension for <u>all</u> my assessments?

No, Automatic Extensions only apply to assessed written work. However, the following assessments are NOT covered under the automatic extensions scheme:

- 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
- First submission for PhD/MPhil submissions and any subsequent resubmissions
- 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 your request for an extension depending on the nature of an individual assessment.

Schools should tell you exactly which pieces of work the Automatic Extensions do not apply to. This may be via existing communication routes e.g. Blackboard or email. If you're ever unsure, please check with your School Disability Coordinator

6. What if I need an extension for assessments that are not included in this scheme?

Please contact your School Disability Coordinator or other member of staff named in your Programme Handbook to ask how to request mitigation via the Policy on Mitigating Circumstances.

7. What if I need to apply for an extension beyond seven calendar days?

Please contact your School Disability Coordinator to ask how to apply for Mitigating Circumstances or other member of staff named in your Programme Handbook to ask how to request mitigation via the Policy on Mitigating Circumstances.

8. What if my Automatic Extension falls on a Bank Holiday or University Closure Day?

You would normally be expected to submit your assignments electronically where this facility exists – no additional time would usually be granted where parts of the University may be closed.

9. What if I am resubmitting work?

Along with first sit submissions, Automatic Extensions should normally still apply to resubmissions (referral or deferral). If students have queries in this regard then they should contact their School (e.g., School Disability Coordinator).

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