



UGM
Manchester

Extension on coursework deadlines

Information Guide

Students who are registered with the Disability and Inclusion Service and who have a SORA can apply for extra time to complete their assessment by completing the Assessment Extension Application Form on VLE.

The application will be accepted. You will not need to provide supporting evidence.
Please note: you cannot apply for an extension for presentations or exams.

The process of applying for additional time is very simple, please see step by step guidance below:

1. Log in to your VLE, and click on the 'My Forms' Tile



2. Click on the 'Assessments Extension Application Form'

Please choose from following:

- Letter Request
- Change of Course Form
- **Assessments Extension Application Form**
- Notification of Leave Form
- Attendance Enquiry Form
- Request for a replacement Attendance card



3. Your details will be automatically populated, you just need to tick the Modules you require additional time for:

Module	Assessment Type	Date	Time
<input checked="" type="checkbox"/> Healthcare Laws and Ethics	Coursework 1 (010)	16/12/2021	
<input type="checkbox"/> Managing Finance in Health and Social Care Organisations	Coursework 1 (010)	14/12/2021	
<input type="checkbox"/> Operations and Major Incident Management	Practical (010)	10/12/2021	
<input checked="" type="checkbox"/> Strategy in the Public and Private Sectors	Coursework 1 (010)	17/12/2021	

Upload Supporting Document(s), if any:

4. Scroll down and tick 'Other reasons considered acceptable by Student Adviser'

In the Comments box – type “SORA” or “SORA in place” Tick the box “I confirm” and ‘Submit’ your form.

<input type="checkbox"/> Operations and Major Incident Management	Practical (010)	10/12/2021
<input checked="" type="checkbox"/> Strategy in the Public and Private Sectors	Coursework 1 (010)	17/12/2021

Upload Supporting Document(s), if any:

Choose file No file chosen

Sr.#	Filename
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Select Reason(s) : *

- Short term illness
- A short term illness of any person for whom the student has a responsibility of care
- Authorised absence from the University (or partner institution) during teaching weeks
- An enforced change in employment circumstances for which only short term notice was given
- Other reasons considered acceptable by the Student Adviser

Comments : *

SORA in place

Please read [Extension FAQs](#) before proceeding

* I confirm that I have read and agreed to the Extension Terms and Conditions

Submit