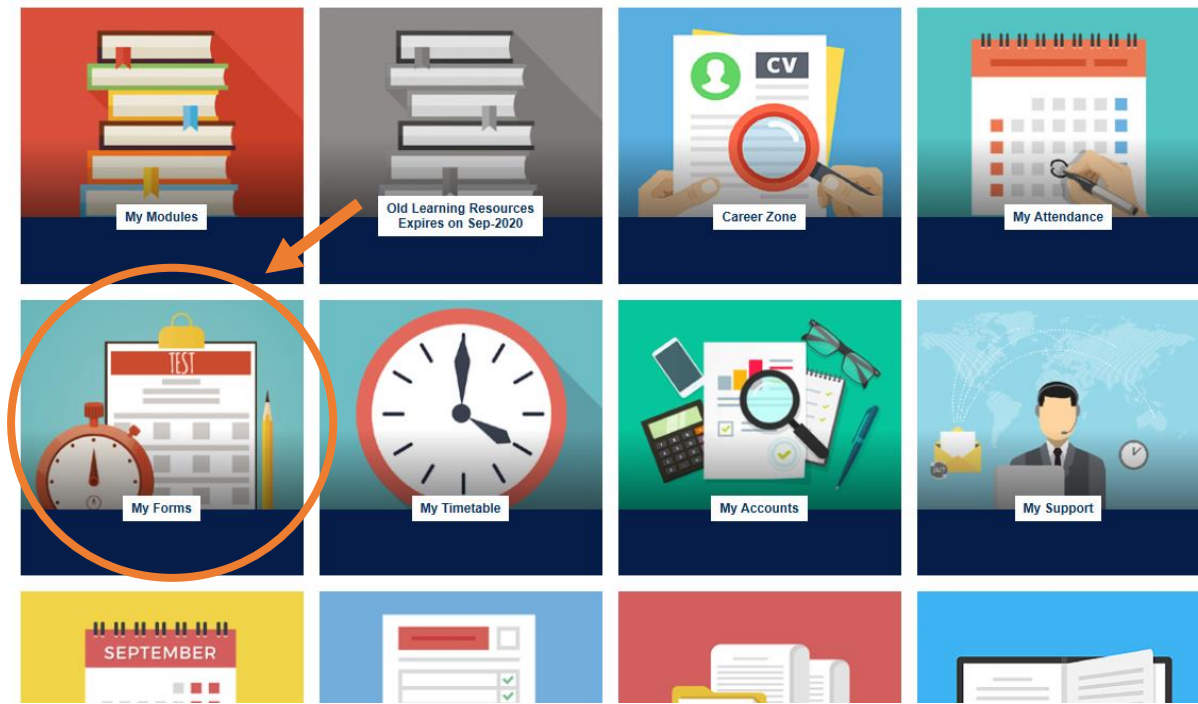


Assessment Extension Request Guide

1. Log into VLE <https://arulondon.org/vle/login.php> Once you have successfully logged in, click the icon highlighted below.



2. Select 'Assessments Extension Application Form'

My Forms

Please choose from following:

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

3. The first part of the application form will show your enrolment details, including your student ID number, your names and course.

Your ARU Enrolment Details:

ARU London Student Id. :	<input type="text"/>
First Name :	<input type="text"/>
Last Name :	<input type="text"/>
University :	Anglia Ruskin University
Program Group :	Undergraduate
Pathway :	BSc (Hons) Business and Law with Fc

4. Select the module(s) you want to apply for an extension.

Select Assessment(s) you want to apply extension(s) for : *

Module	Assessment Type	Date	Time
<input type="checkbox"/> Global Debates	Final	22/05/2020	
<input type="checkbox"/> Global Debates	Practical	22/05/2020	
<input type="checkbox"/> Research Skills 2	Coursework 1	13/05/2020	
<input type="checkbox"/> The Pitch Project	Coursework 1	13/05/2020	
<input type="checkbox"/> The Pitch Project	Practical	22/05/2020	

5. Evidence is required to support your request. To upload your documents, simply click on 'Choose file' and upload your chosen documents.

Upload Supporting Document(s), if any:

No file chosen

Sr.#	Filename
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6. Select the reason(s) for your extension request and complete the comment section below.

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 : *

Please read [Extension FAQs](#) before proceeding

7. Before submitting the application, please ensure that you have read and understood the extension FAQs. Once you have completed this, you will have to confirm you have read and agreed the FAQs, then click **Submit**.

Once you submit your application, the outcome of your extension request will be e-mailed to your student e-mail within **3 - 5 working days**.

If you need any further information, please contact the Director of Studies Office on
Email: DOS@london.aru.ac.uk