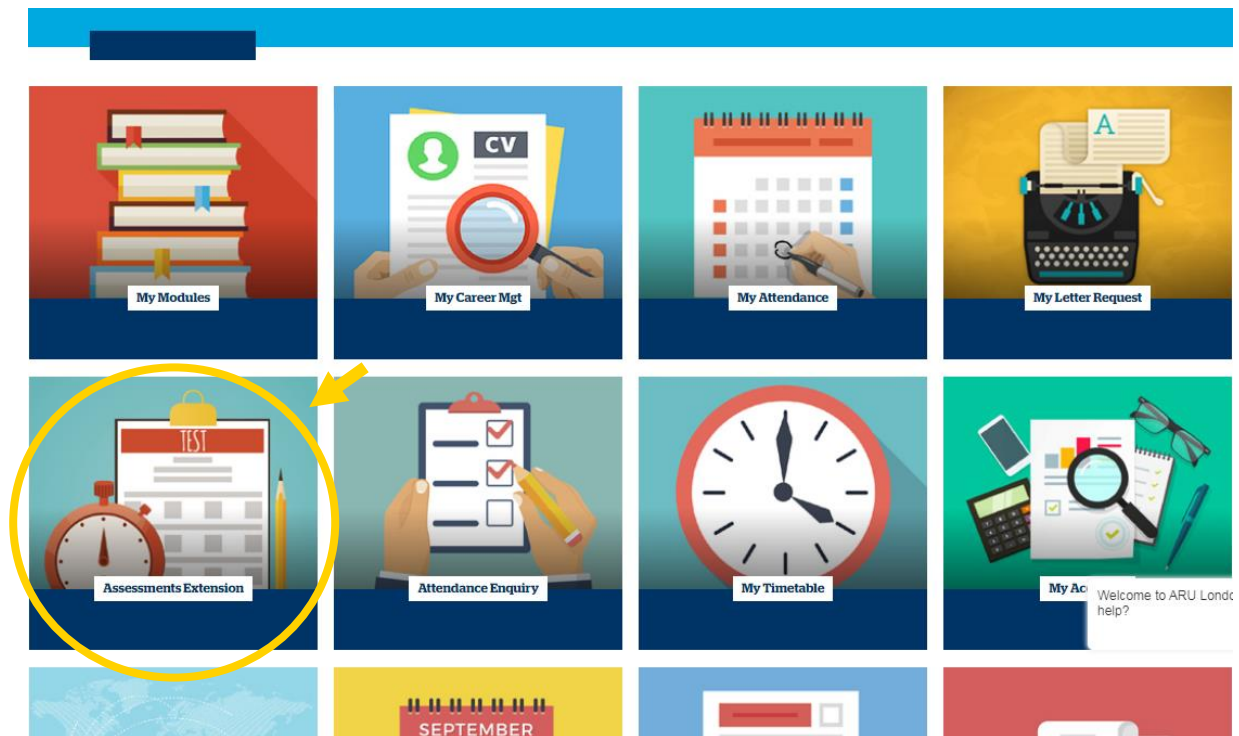# Assessment extension request guide

1. Log into VLE. Once you have successfully logged in, click the icon highlighted below.

2. The first part of the application form will automatically outline your ARU 'Enrolment Details'

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

Assessments Extension Application Form

Your ARU Enrolment Details:

Student Reference:	3xxxxx
First Name:	Joe
Last Name:	Bloggs
University:	Anglia Ruskin University
Program Group:	Undergraduate
Pathway:	BSc (Hons) Business and Hospitality M

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

Module	Assessment Type	Date	Time
☐ Customer Service Management for Tourism and Hospitality	Mid-term Assignment	09/08/2019	
☐ Hospitality Management	Final Assignment	09/08/2019	
☐ Customer Service Management for Tourism and Hospitality	Final Assignment	09/08/2019	

4. Evidence is required to support your request. To upload your documents, simply click on 'Choose file' and upload your chosen documents.
5. Select the reason(s) for your extension request and complete the comment section below.

Upload Supporting Document(s), if any:

Choose file No file chosen

Sr.#   **Filename**

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

☐ * I confirm that I have read and understood Extension FAQs

Submit

6. Before submitting the application, make ensure you have read and understood the extension FAQS. Confirm you have read 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.

For more information or further assistance, please contact the iCentre

Email: icentre@london.aru.ac.uk