**Authorized extension**

**fOR sUBMISSION OF lATE wORK**

When submitting for an **EXTENSION** each student must request an authorization from the Lead Internal Verifier (LIV) and the Assessor prior to the assessment deadline. The request form will be signed by the student and approved by the LIV. Students may be given authorized extensions for legitimate reasons, such as illness or other adverse and mitigating circumstances.

***Note:*** *Extensions will not be allowed after the* ***Summative Feedback***

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| --- | --- | --- | --- |
| **Student name:**  **Student Signature:** | | **Assessor name:**  **Assessor’s Signature:** | |
| **Program:** | | | |
| **HTU Course Name: BTEC Course name:**  **HTU Course Code : BTEC Course Code:** | | | |
| **Assignment number and title:**  **Assignment deadline (1st submission) Date :**  **Assignment extension : Date :** | | | |
| **REASON for the Extension request :** | | | |
| **LIV Name:** | **LIV Approval:** | | **LIV Signature:**  **Date:** |

# cc. Accreditation & Registration Department

cc. student’s portfolio (verification room S02)