

**ROYAL HOLLOWAY INTERNATIONAL  
ASSESSED WORK EXTENSION FORM**

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Please note that extension to the deadline for assessed work can **only** be granted by Mr Gerard Clough or Ms Silke Placzeck. Extensions must be requested at least two working days before the submission deadline. Please see your student handbook for further details.

**CANDIDATE NUMBER:** .....

**NAME:** .....

**NAME OF COURSE:** .....

**TITLE OF ASSESSED WORK:** .....

.....

**NAME OF TUTOR/MARKER:** .....

**DUE DATE:** .....

**Extension request due to (tick relevant box):**

- medical circumstances (a note from a suitably qualified medical practitioner will be required)
- psychological circumstances (a note from a suitably qualified psychologist or educational psychiatrist will be required)
- other personal circumstances (you will be required to provide a signed statement)

Signed: .....

Date: .....

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**Office Use**

Documentary evidence provided:  Yes  No

Extension agreed until: .....

Staff signature: .....

Staff name: ..... Date: .....