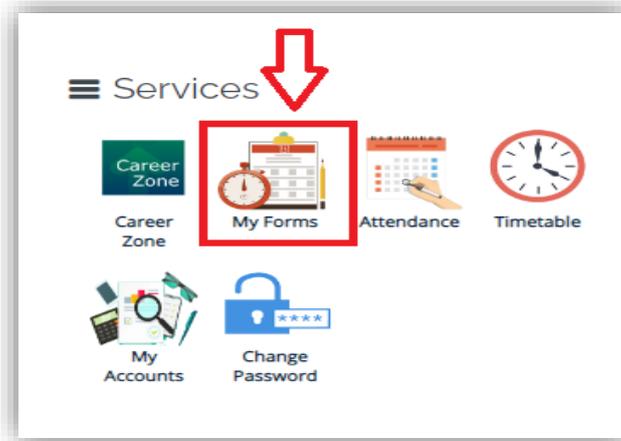


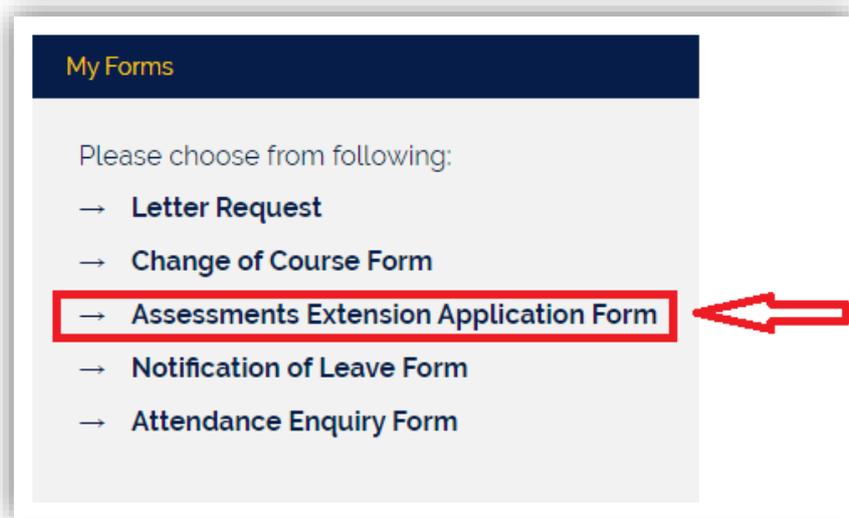


Assessment Extension Request Guide

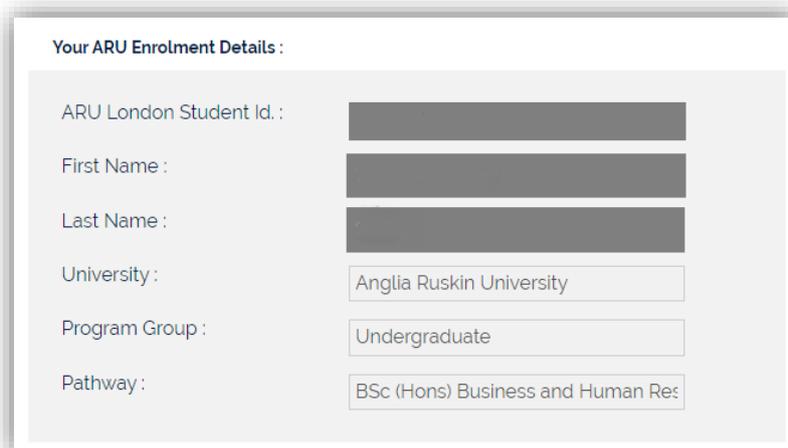
1. Log into VLE [Anglia Ruskin University London \(learnarul.uk\)](http://learnarul.uk). Once you have successfully logged in, click on 'My Forms' as highlighted below.



2. Select 'Assessments Extension Application Form'



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

A screenshot of the 'Your ARU Enrolment Details' form. The title is 'Your ARU Enrolment Details :'. Below it are several fields: 'ARU London Student Id. :', 'First Name :', 'Last Name :', 'University :', 'Program Group :', and 'Pathway :'. The 'ARU London Student Id.', 'First Name', and 'Last Name' fields are redacted with grey boxes. The 'University' field contains 'Anglia Ruskin University', the 'Program Group' field contains 'Undergraduate', and the 'Pathway' field contains 'BSc (Hons) Business and Human Res'.

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"/> .Skills for HE_Personal Development_012	Coursework 1 (010)	16/12/2022	
<input type="checkbox"/> .Skills for HE_Research Skills 2_014	Coursework 1 (010)	16/12/2022	
<input type="checkbox"/> .Skills for HE_The Pitch Project_016	Coursework 1 (011)	16/12/2022	

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

Upload Evidence : *

Choose File 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 : *

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
Email: DOS@london.aru.ac.uk