

Applying to Defer an Assessment

A guide to deciding whether a deferral is right for you, submitting your request and understanding what happens next.

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If something unexpected means that you cannot submit an assessment by the deadline you can request a short extension (up to 5 working days) by contacting your Student Advice Centre or Module Leader. If you need a longer extension and have suitable evidence you can instead apply to defer your assessment/s to a later date. It is a good idea to talk to your Module or Programme Leader, Academic Tutor or Faculty Student Advice Centre so you can decide which option is right for you.

Before you apply to defer an assessment/s

A deferral is generally intended for sudden and unexpected circumstances that affect your ability to undertake an assessment. It may not be the best option for everyone.

- **Talk to someone first.** Your Module or Programme Leader, Academic Tutor or Faculty Student Advice Centre can help you understand the options available to you. This is particularly important if you would like to defer multiple assessments.
- **Think about the impact.** A deferral may affect your academic progression and, where relevant, student funding, accommodation, immigration status or graduation arrangements.
- **If you have a long-term condition or disability,** speak to the Disability Support and Advice Team or your Academic Tutor about support and reasonable adjustments.

When do I need to apply?

10 university working days

Submit your deferral request no later than 10 working days after the assessment deadline or exam date. If you have an approved extension, the 10 working days are counted from the extended deadline. Applications should be made as close as possible to the circumstances affecting you. Some programmes may have different requirements, so check with your Faculty Student Advice Centre if you are unsure.

How do I apply?

1. Open **MyDMU** and go to the **My Student Record Change Requests** tile.
2. Select **'Deferral of assessments'** from the drop-down menu.
3. Select the assessment(s) you want to defer from the assessments shown on your student record. Important: you can only request a deferral for assessments belonging to modules that you have not already passed overall. If the assessments you expect to see are not showing correctly, contact your Student Advice Centre.
4. Enter the **assessment submission deadline(s)** and provide details of the circumstances affecting you.
5. **Upload your supporting evidence** if you have it available.

What evidence do I need?

Supporting evidence helps the panel understand your circumstances. Where possible, upload your evidence with your application and combine it into **one document**. Evidence should be submitted in one of the following accepted file formats: PDF, JPG, JPEG, BMP, TIF, ZIP, DOC, DOCX or RAR. The maximum file size allowed is 1MB, if your file exceeds this limit, please use an online compression tool to reduce its size or compress into a ZIP archive. If your evidence is not in English, please provide a clear and accurate translation alongside the original document.

Don't have your evidence yet? You can still submit your request, but you must email the evidence within 10 university working days to your Faculty:

Business and Law (BAL): baldeferralrequest@dmu.ac.uk

Health and Life Sciences (HLS): hlsinfoadmin@dmu.ac.uk

Technology, Arts and Culture (TAC): TAC-extenuatingcircumstances@dmu.ac.uk

Mental health, disability and reasonable adjustments

If you select '**Mental Health/Disability**' and you already have reasonable adjustments recorded by the University, the form will show these to you. If your request relates to those existing adjustments, you do not need to upload additional evidence.

If you are making a new or changed disclosure about a mental health condition or disability, your information will be forwarded to our Disability team who will contact you regarding support.

What happens after I apply?

- **Your application and supporting evidence will be considered** by the relevant panel.
- **You will receive the outcome via email to your DMU email address.**
- **If your deferral is approved**, you must complete the assessment by the given date in your outcome email sent by the faculty. A deferral cannot be withdrawn once it has been accepted.

Useful links

DMU Deferrals: <https://www.dmu.ac.uk/current-students/student-support/academic-support/deferrals.aspx>

DMU Student Regulations: <https://www.dmu.ac.uk/current-students/student-support/academic-support/regulations/index.aspx>

This guide is intended to make the process easier to understand. The University's regulations remain the definitive source of information, and some programmes may have specific requirements.