XACT

Deadline Extensions is a process regulated by Government Regulator Ofqual

Please complete this form and email to: learner-requests@xact.org.uk understanding that as an approved centre, Xact is regulated by Ofqual and audited by awarding organisations. This means that Xact is only permitted to grant extensions to submission deadlines in accordance with national guidance.

1. Applicant details				
Name		**ID Number**		
Email		**Submission date**		
Organisation				

2. Activity for which extension is requested							
Activity	Course		RPL		Submission		Re-submission
Activity details							
Original submission date			**Requested submission date**				

3. Extension requests up to one month: Reason for extension request

Note: Requests can only be considered for reasons in Section 6 of Xact's Submission Policy

4. Extension requests for more than one month: Reason for extension request

Note: Requests can only be considered for reasons in Section 6b) of Xact's Submission Policy

5. Evidence: Evidence submitted

Note: Requests will not be considered unless they are accompanied by verifiable evidence e.g. Doctors Certificate

Note 1: Deadline extensions requests must be submitted by the individual concerned unless they are unable due to their incapacity e.g. they have been admitted to hospital

Note 2: Xact is not permitted to authorise deadline extensions requests for reasons such as "I am busy at work". Xact is only permitted to grant extension requests for reasons listed in our Submission Policy or those of similar magnitude

Note 3: Xact's Submission Policy can be found in each User profile and on website **page**

Note 4: Requests will be responded to within five working days

6. Xact use only						
Application received:	Extension granted	Yes		No		Deadline:
Comments:						