How to add a 1-week extension on eBART
Student Guidance

Summary and key information

If you are experiencing a short-term illness or circumstance, you now have the opportunity to add a 1-week extension to any eligible assessment. You do not need to provide evidence or contact your hub, you can simply add the extension yourself in your eBART home screen. This is a type of mitigation called **_self-certification_**.

- You will have an allowance of four 1-week extensions per year.

- If you have a longer term mitigating circumstance and require more than 1 week, you should apply via the [standard mitigation route](#) and provide evidence of your circumstances.

- If you add a week's extension and **then** require more time, you should apply via the [standard mitigation route](#) and provide evidence of your circumstances.

- Self-certified extensions are only available on assignments, and NOT on exams. Extensions for group work must always go to the [standard mitigation route](#).

As always, if you are experiencing a long-term or frequent health/personal issue, please also make use of the support services available:

- [Academic tutor](#)

- [Hub/Info Point welfare advisor](#)

- [Wellbeing support](#)

- [Students' Guild Advice Unit](#)

- [Students' Union Advice Service](#)

How to add a 1-week extension to a deadline

STEP 1

Log into eBART and view your home screen. You will see that some of your assignments have an 'add extension' button in the left hand column.

Due (24-Hour Format)	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
Wed 22nd Sep 2021, 15:00 PM BST	BEM1027	Assignment	The International Business Context	Electronic submission only	21st Sep 23:52		View submission Deadline passed
Fri 8th Oct 2021, 15:00 PM BST Add Extension	BEE1032	Essay	History of Economic Thought	Electronic submission only	not submitted		Submit online
Wed 20th Oct 2021, 15:00 PM BST Add Extension	BEE1032	Report	History of Economic Thought	Electronic submission only	not submitted		Submit online
Thu 18th Nov 2021, 14:00 PM GMT	POL1044	Essay	Introduction To Public Policy	Electronic submission only	not submitted		Submit online

The 'add extension' button will not appear if:

- The deadline is more than 1 month in the future
- The deadline passed more than 24 hours ago
- The assessment is an exam, mid-term exam or group work

Click on 'add extension' for the assignment you'd like to extend, and you will see this screen. **Check that you are extending the correct piece of work.**

eBART will automatically calculate when your work should be extended until (one calendar week). You should then use the drop-down menu to select your reason.

Click submit to confirm.

You will be asked if you are sure – **once the extension is added you will not be able to remove it yourself.**

Review and further support

After confirming your extension, you will arrive at this screen. This shows:

- Date the extension was added
- Original deadline
- New deadline
- Remaining self-certifications
- Refresh date (the date your extension will be renewed next year)
- Information for further support or mitigation

Extension(s) for student [ ]

Date entered	Module code	Module name	Item	Mitigation cause	Comment	Previous due date	Date after extension	Self-cert
29.09.2021	BEE1032	History of Economic Thought	Essay	illness		08.10.2021	15.10.2021	Yes

Self-cert extensions

If you subsequently find that this one week extension is not enough for your circumstances, you can apply for a further extension (of up to a total of three weeks from your original deadline) or a deferral through to the next available assessment opportunity. For more information and how to apply, please click here.

Remaining:	3
Refresh dates:	08.09.2022 15:00:00

Important: If you have an ILP that entitles you to a one-week extension on assignments, your remaining number of extensions will appear as N/A.

Extension(s) for student [ ]

Date entered	Module code	Module name	Item	Mitigation cause	Comment	Previous due date	Date after extension	Self-cert
30.09.2021	BEMM103	Advanced Marketing Seminars	Individual learning log	housing		07.10.2021	14.10.2021	Yes

Self-cert extensions

If you subsequently find that this one week extension is not enough for your circumstances, you can apply for a further extension (of up to a total of three weeks from your original deadline) or a deferral through to the next available assessment opportunity. For more information and how to apply, please click here.

Remaining:	N/A
Refresh dates:	N/A

You can click on 'BART home' in the top right to return to your home screen, which will now look like this:

Due (24-Hour Format)	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
Wed 22nd Sep 2021, 15:00 PM BST	BEM1027	Assignment	The International Business Context	Electronic submission only	21st Sep 23:52		View submission Deadline passed
Fri 15th Oct 2021, 15:00 PM BST	BEE1032	Essay	History of Economic Thought	Electronic submission only	not submitted E		Submit online
Wed 20th Oct 2021, 15:00 PM BST Add Extension	BEE1032	Report	History of Economic Thought	Electronic submission only	not submitted		Submit online
Thu 18th Nov 2021, 14:00 PM GMT	POL1044	Essay	Introduction To Public Policy	Electronic submission only	not submitted		Submit online

Your extension has been added and the extension button has disappeared for that assignment.   There is a small E in the 'submitted' column. If you click on this it will take you to the review screen (shown on the previous page).