

**Deadline Extensions is a process regulated by Government Regulator Ofqual**

Please complete this form and email to: [qualifications@xact.org.uk](mailto:qualifications@xact.org.uk) on the understanding that as an accredited assessment centre Xact is regulated by Ofqual and audited by awarding bodies. This means that Xact is only permitted to grant extensions to submission deadlines in accordance with national criteria.

1. Applicant details			
Name		Submission date	
Organisation			
2. Activity for which extension is requested			
Activity:	Course submission	Course re-submission	RPL submission
Activity details			
Original submission date		Extension date requested	
3. Extension requests up to one month			
Reason for extension request			
<b>Note:</b> 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			
<b>Note:</b> Requests for greater than a month, can only be considered for reasons in Section 6b) of Xact's Submission Policy			
5. Evidence			
Evidence submitted			
<b>Note:</b> Requests will not be considered unless they are accompanied by verifiable evidence e.g. Doctors Certificate			
6. Notes			
<p><b>Note 1:</b> 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</p> <p><b>Note 2:</b> 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 a similar magnitude.</p> <p><b>Note 3:</b> Xact's Submission Policy can be found in each User profile and on website <a href="#">page</a></p> <p><b>Note 4:</b> Requests will be responded to within five working days</p>			
7. Xact use only			
Application received	Extension granted	Yes	No
			New deadline
Comments			