

LIC creates Drop Box's for extension applications and Special Consideration Applications within LEO Unit

Extension Applications



Student submits an application via Extension Applications Drop Box within 24 hours prior to the due date of assessment.



LIC enters Extensions Applications Drop Box and clicks **GRADE** then clicks on **the grey change filter icon**.



LIC selects **require grading button**. The first application for extension loads automatically. Once LIC reviews the Application in line with policy, they then select **approved/not approved** in the **Grade box** (dropdown menu which is showing **No grade**).

If approved, the LIC specifies the new due date and where the student submits the assessment to by noting the detail in the **feedback comments section**.

If not approved, the LIC provides feedback on decision made to student via the **feedback comments section**.

LIC selects tick box to **Notify students** at bottom of page and the clicks on **Save changes** button.

LIC records new due date for student on the **unit spreadsheet**.

Once LIC Saves changes in LEO as above, the system automatically takes you to the next Application for Extension.

Special Consideration Applications



Student submits an application via Special Consideration Applications Drop Box prior to or up to 5 working day after due date of the assessment task.



LIC enters Special Consideration Applications Drop Box and clicks **GRADE** then clicks on **the grey change filter icon**.



LIC selects **require grading button**. The first application for Special Consideration loads automatically.

LIC considers application in line with policy.

Once the LIC has decided if the Special Consideration Application is to be approved or not approved, they will need to prepare the **letter** from the template letter supplied.

LIC uploads letter via **feedback files** then selects **approved/not approved** in the **Grade box** (dropdown menu which is showing **No grade**)

LIC selects tick box to **Notify students** at bottom of page and the clicks on **Save changes** button.

If approved the LIC records new due date for student on the **unit spreadsheet**.

Once LIC Saves changes the system automatically takes you to the next Application for SC.