**HANDLING THE RECORDS FOR STUDENTS WHO HAVE BEEN GIVEN AN EXTENSION TO SUBMIT THE DISSERTATION**

1. For extensions beyond the end of September the Department should already have submitted a form to the Registry for approval and processing. These students should have had new registration period set up for 14/15, and they will be registered as PN51 students for the term(s) in which they have an extension. Carla will then have removed their records from RPS.

2 Let us know urgently if you have given extension beyond the start of the 14/15 academic year without submitting the paperwork as we will need to process these extensions and get the records removed from RPS.

3 If you discover students with extensions who are still appearing on RPS, please let Carla know. If there is time she will remove them. If not, please use the outcome of **EXTN**, regardless of their results. Do not use any other outcome or flag any modules for reassessment or you will be inputting the data into the wrong year’s record.

a) If the results aren’t going to the board still make the student **EXTN** but put in the Assessment Text field when the student is expected to go to a board.

b) If the student will be getting a further extension make **EXTN** and put in the Assessment Text field the date of the further extension and then fill in the relevant Registry paperwork.

c) These students should appear on the pass lists as normal.

4 If, despite having an official extension processed by Registry, a student has actually managed to submit the dissertation and it has been marked in time for the Final Board, please note that it will still not be possible to process their result on RPS immediately. You cannot use the13/14 record in RPS because if you do you will be inputting the Board’s decision in the wrong year’s record. You will need to process the results manually if you require them to the November board. An example spreadsheet is attached that you can use for a template to work out the marks



5 You will then need to create a manual pass list for the student(s) involved