

## Application for a coursework deadline extension

This form should be used by students requesting an extension to a coursework deadline. In 2023/24 an extension of up to 5 university working days can be granted for undergraduate levels 4 and 5 students, and for new postgraduate students joining DMU in 2023/24. An extension of up to 10 university working days can be granted for level 6 undergraduate students and postgraduate students who joined the university before 2023/24. A shorter extension should be considered if appropriate.

If you require an extension for a longer period, you will need to apply for a deferral by submittiye(s)-3.5(r a)-0.9)JEMC

It is recommended that you password protect this form and any accompanying evidence when submitting to your module leader/module tutor, as they may contain personal information. Guidance on how to do this is provided in the Appendix to this form. Please remember to provide the password to the module leader/tutor in a separate email.

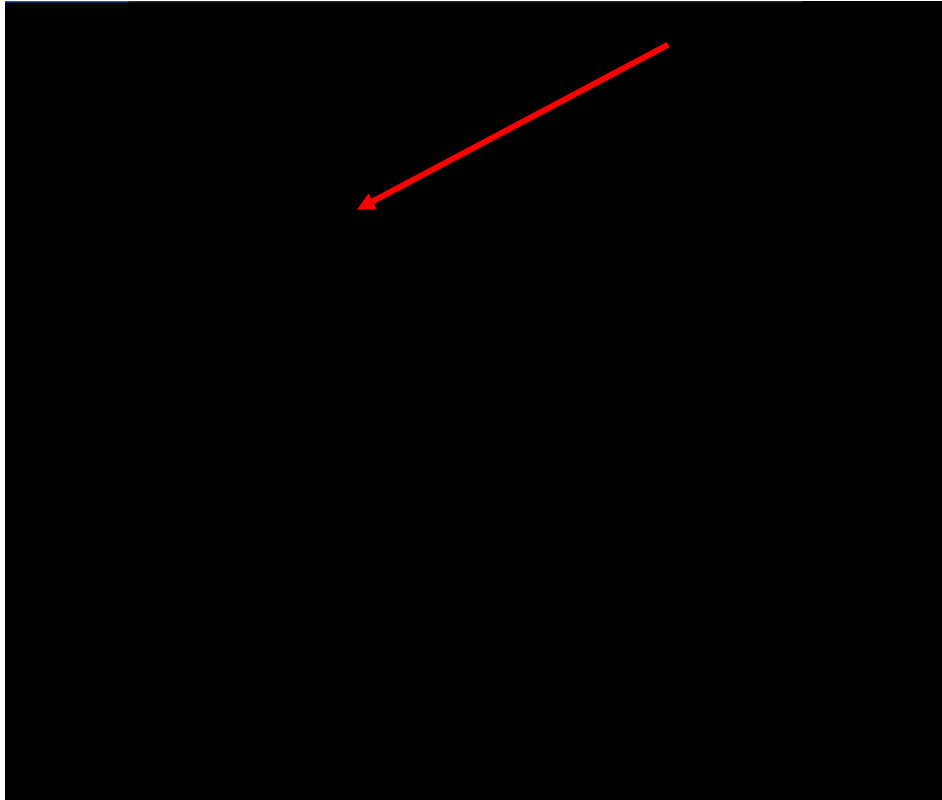
## **Section B – module leader to complete**

Module leader/tutor to complete



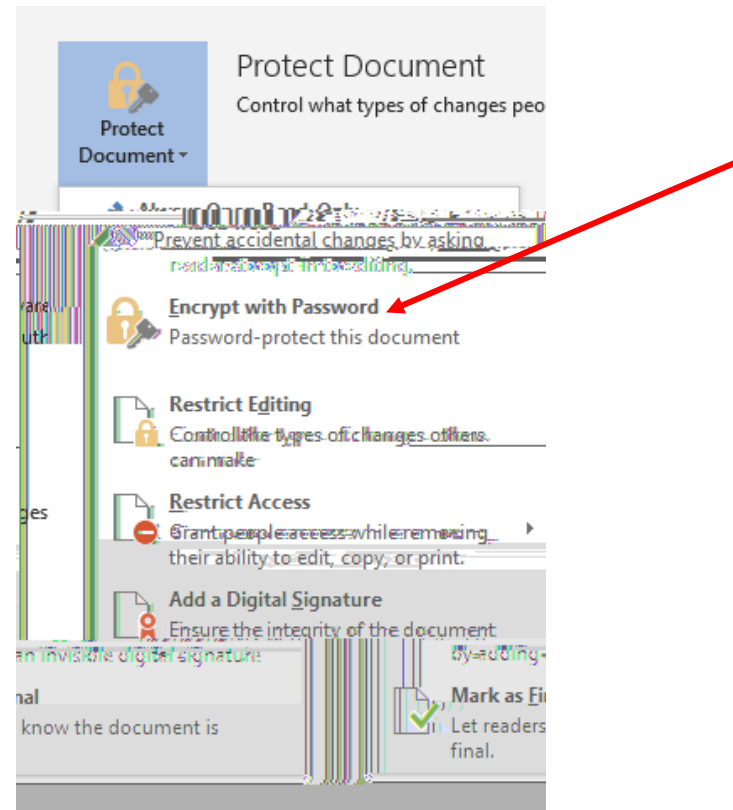
Step 3.

On the Info screen, select Protect Document (in Word) or Protect Workbook (in Excel)



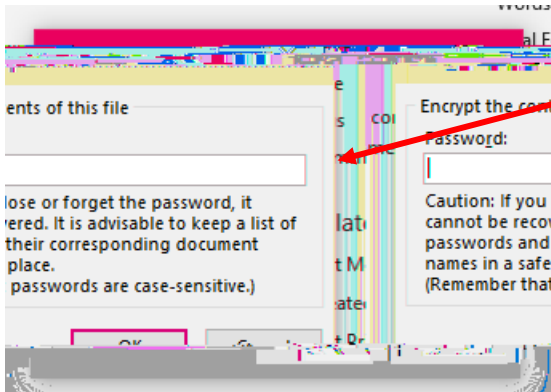
Step 4.

From the options, select Encrypt with Password.



### Step 5.

In the next window, enter the password you wish to use to protect the document – remember it is case sensitive and can only be a maximum of 15 characters long. After entering password, click OK to continue.



### Step 7.

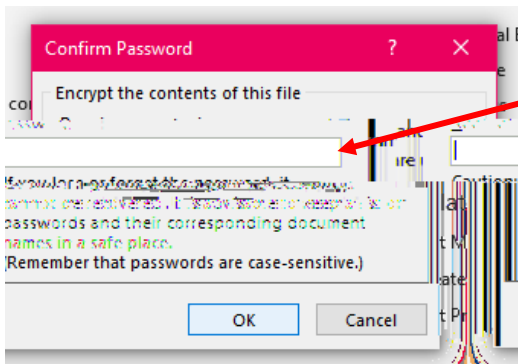
Once the password has been set you should see the following change on the Info screen.

In Word:

In Excel:

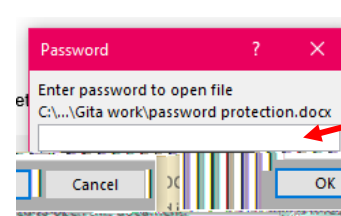
### Step 6.

You will be asked to re-enter the password at the next screen. After re-entering password, click OK to continue.



NOTE: If you lose or forget your password, Word/Excel will not be able to recover it for you. Please be sure to keep a copy of the password in a safe place or create a strong password that you'll remember.

To access a password protected document, open the document/worksheet and when prompted, enter the password you have been provided and click OK to continue.



# PDF documents

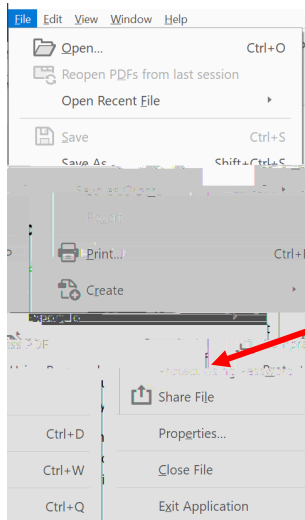
To restrict access to a PDF document :

## Step 1

Open your PDF document in Acrobat

## Step 2

Go to the File tab and select 'Protect Using Password'.



## Step 3



From the window above, choose one of the following options:

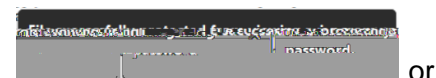
- x To prevent users viewing the content unless they have the password, click the button against 'Viewing'.
- x To prevent users from making any changes to the content unless they have the password, click the button against 'Editing'.

## Step 4

Type in the password you want to use and then re-type the password when prompted to confirm. Click 'Apply' when finished.

NOTE: The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best. If you forget the password, you cannot recover it from PDF.

At the bottom of the screen, you will see that the password protection was set up successfully:



## Step 5

Now, when a user attempts to view or edit the document, they will be prompted to enter the password before they can continue.



**NOTE:** Setting these restrictions does not prevent someone saving copies of the PDF. However, the copies will have the same restrictions as the original PDF.