Extensions

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<tr>
<th>Policy Title</th>
<th>Extensions policy</th>
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<tr>
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Purpose
This policy provides principles for granting extensions for submission of assessment in all coursework programs.

Scope
This policy applies to all coursework programs.

Legislative Context
Statute 12.2 - Assessment
Statute 13.1 - Student Discipline
Regulation 12.2.10R1 - Assessment
Assessment policy
Examinations policy
Special Consideration policy
Students Experiencing Academic Disadvantage policy

Definitions
(Note These are working definitions that may be changed to ensure consistency with terminology employed in the Student System).

due date: The date by which an assignment must be submitted to avoid incurring a penalty for late submission.
expected return date: the date that completed assignments, together with provisional results and feedback from examiners, are expected to be available for collection by students.
extension: a variation to the due date that provides a student with extra time to complete an assignment.
in-class task: assessment undertaken and completed during a scheduled class, including, but not limited to, written or online tests; oral tests or presentations; practical work, including reports and problems solving exercises; performances; aural tests; and, class participation.
longer assignment: a substantial piece of work to be submitted by a student for assessment, completed outside class time, by a pre-determined due date. This includes ‘essay’, ‘dissertation’, ‘research project’, ‘take-home examination’, ‘portfolio’ ‘report’, or other longer written project, design or programming task. In general, an individual task worth more than 25% or more of the subject points, and/or of 1000 words or more is considered a ‘longer assignment’.
performance/presentation: a set task to be prepared outside of class time and then delivered by a pre-determined set date (and time) outside class time. (See section 22 of the assessment policy).
shorter assignment: work to be submitted by a student for assessment, completed outside class time and by a pre-determined due date, including, but not limited to short essays, take-home tests, problem sets, short reports, or other written project, design or programming task, usually submitted to teaching staff in class.
special consideration: a process which enables a student whose study has been significantly affected by circumstances outside their control to seek adjustments to assessment requirements, conditions or timing.
student adviser: a professional staff member based in a student centre or graduate school with primary responsibility for advising students with respect to enrolments, majors, enrichment opportunities and administrative matters.
subject coordinator: an academic staff member responsible for the teaching and administration of a subject.
POLICY

1 Policy Statement

1.1 This policy is intended to provide principles for the granting of extensions for submission of assessment in coursework programs.

2 Eligibility for Extensions

2.1 Students may be granted extensions of up to two weeks (10 working days) to accommodate unforeseen circumstances, where the student’s capacity to complete required work by the due date has been affected by significant factors beyond their control.

1.3 Students are expected to plan around:

a. regular, normal life events, such as their family life, work, sporting activities, social and other commitments, and;

b. minor interruptions and disruption to routine that might result from minor illness, mishap or other minor adversity.

2.3 Students experiencing ongoing circumstances which are covered by the following policies should refer to those policies: Students Experiencing Academic Disadvantage policy, Defence Force Reservists and Emergency Volunteers policy, Elite Athletes and Performers policy.

2.4 Students requiring extensions longer than two weeks should refer to the Special Consideration policy.

2.5 Subject Boards of Examiners may elect to allow students some flexibility with regard to the submission of shorter assignments, rather than require a student to complete the formal processes required for extensions. Refer Assessment policy 22. Consideration for shorter assignments & tests.

2.6 If no flexibility is permitted for shorter assignments, a student whose ability to complete work is negatively impacted by unforeseen circumstances should apply for an extension under this policy or apply for special consideration.

3 Further Extension Requests

3.1 Students granted an extension who experience continued circumstances which prevent them submitting assessment by the revised due date, must apply for Special Consideration to their student centre within three days of the revised due date. The Special Consideration policy then applies.

4 Circumstances Where an Extension Cannot be Granted

4.1 Extensions are not appropriate in circumstances when:

a. the nature of the assignment precludes the granting of additional time to complete the assessment (eg. a problem set where the answers have been released);

b. the subject is taught intensively and assessment is tightly integrated into teaching; or

c. the program relies on an integrated program of assessment across subjects (eg. a full-time, intensive, interrelated program; in this case, adjustments are made under the Special Consideration policy, or Students Experiencing Academic Disadvantage policy).

4.2 The Handbook must specify whether extensions are not possible for each item of assessment.
5 Timing of Applications

5.1 Applications must be submitted prior to the assessment due date. Applications received after due date may not be considered.

6 Penalties for Late Submission

5.2 Late penalties apply to assessment submitted after the revised due date, as detailed in the Assessment policy.

PROCEDURES

1. Application

1.1 Students seeking an extension for shorter assignments submitted in class should consult with their tutor/demonstrator/supervisor to see if an extension can be granted by teaching staff on presentation of evidence of grounds, as outlined at 2 Eligibility for Extensions.

1.3 For longer assignments and if directed by their tutor/demonstrator/supervisor, students must submit an extension application to their student centre. Students must provide:
   a. the name of the subject, time allotted to complete the assessment, percentage weight of the assessment, and word length;
   b. reasons for the extension request, including a statement of the impact of the circumstances on their ability to complete their work;
   c. a proposed revised due date, justified by the reasons;
   d. appropriate supporting documentation.

1.4 If more than one item of assessment is impacted, a student should make a separate application for each item.

1.5 The extension application form must state that an application for a revised due date beyond the return of results for the assignment, or an extension of more than two weeks in duration, must be made under Special Consideration process.

1.6 Submission of an application does not mean automatic approval of the requested extension. Student should continue to complete work by the due date until advised of the outcome of their request.

2 Timing of Applications

2.1 Students should contact their student centre for advice as soon as it becomes evident that an extension is required.

2.2 Applications for extensions must normally be submitted at least three working days before the due date of the assignment. Applications received after this time will not automatically be accepted.

2.3 Applications for extensions will not be accepted once the submission date has passed except where exceptional circumstances prevent the student from submitting a timely application.

3 Supporting Documentation

3.1 Students are expected to provide evidence of their circumstances and explain the impact of the circumstances on their ability to complete the assessment task.
3.2 An after-the-fact, signed declaration (similar to a statutory declaration), rather than supporting documentation from an independent agent such as a medical practitioner, may be sufficient evidence for a very short extension, (eg. a student suffered a short illness but the impact is nevertheless significant for a short period close to the deadline for submission of an assignment).

4 Guidelines for Eligibility

4.1 Extensions may be granted for unforeseen circumstances that impact for a sustained period during the time allocated for the preparation of an item of assessment. These include, but are not limited to:
   a. illness or a medical condition, supported by a medical certificate;
   b. injury or physical or psychological trauma, impairment or incapacity arising from an event (eg. as a result of a car accident), supported by a medical certificate and related documentation (eg. police report);
   c. the death or diagnosis of a serious illness of a close family member or friend, supported by documentary evidence, and an explanation of the nature of the relationship;
   d. illness of a child, parent/guardian, or spouse, for whom the student is the primary care giver;
   e. an unforeseen event that substantially impacts on the preparation of an assignment, such as family breakdown or substantial change to economic circumstances (eg. bankruptcy), supported by documentary evidence;
   f. legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, as supported by documentary evidence.

4.2 For a short-turnaround assessment (eg. assignments to be completed overnight or over a weekend), in addition to the above, an event that substantially affects the completion of an assignment, may include, but is not limited to:
   a. obligatory involvement in a religious ceremony or cultural event of a unique nature, supported with documentation from a relevant official or leader;
   b. an intense, short-term illness, such as a migraine, that occurred during the time set for the task (supported by a statement from a medical practitioner).

4.3 Extensions will not normally be granted for the following circumstances:
   a. Computer failure: Software crashes, disk failures and printing difficulties are an unavoidable aspect of computer use and should be anticipated and planned for. Discretion may be applied if computer failure affects submission of an assignment with preparation of less than a week and extensions of up to 24 hours may be granted.
   b. Assessment tasks in other subjects: Students are given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. This specifically includes assessment resulting from an approved overload.
   c. Employment responsibilities and routine financial support needs
   d. Social activities and commitments
   e. Stress or ‘normal’ anxiety: The stress or anxiety normally associated with the completion of required assessment tasks or any aspect of course work is not considered grounds for an extension. A medically diagnosed anxiety disorder may be grounds for an extension or other accommodation under the policy for Students Experiencing Academic Disadvantage.
   f. Study Difficulties: Difficulties adjusting to university life, to the self discipline needed to study effectively, and to the demands of academic work, or resulting from a lack of knowledge of the requirements of academic work and failing to anticipate correctly the time required to
complete a specific task, are not grounds for extensions. The University provides specific support programs, such as learning skills programs offered by the Academic Skills Unit, and students should consult with a Student Adviser about these options.

g. **Language Difficulties**: Students are expected to possess a specified competency in English. Students experiencing English-Language difficulties should consult with a student adviser about ESL support options, such as those offered by the Academic Skills Unit.

h. **Minor inconvenience**: Extensions will not be granted for inconvenience rather than disadvantage.

5 **Confidentiality of Documentation**

5.1 Student applications for extensions will be held securely in the student centre office and accessed by staff only for the purpose of assessing the student's application for an extension.

5.2 Reporting of application rates and outcomes will take place, but will be anonymous, and no individual’s circumstance will be identifiable.

5.3 The student may request that the form and reasons be held in strict confidence. In this circumstance, the dean of the custodial faculty (or their nominee) will hold the application and provide advice to the relevant SCC and/or subject coordinator(s) of the seriousness of the circumstances without providing the detail of the student’s circumstances.

5.4 The information provided on the Extensions application will be stored appropriately to ensure privacy of the information, prior to disposal in compliance with the Health Records Act, the Privacy Act and the University's records disposal system.

6 **Consideration of Applications**

6.1 **Initial review and application assessment**

6.1.1 A designated person will undertake an initial review and within 48 hours (usually within 24 hours) and will check the application for completeness and if necessary seek additional information from the student, and either:

a. forward the application for a determination to:
   i. the subject coordinator (or a delegated member of the teaching staff in the subject), or
   ii. a faculty committee established to decide applications, or;

b. advise the student whether the student should instead make a Special Consideration application.

6.1.2 Where a subject coordinator provides a delegation to support decision-making, a student adviser in a student centre may assess the application and either:

a. if there are insufficient grounds, advise the student that the application has not been successful, or;

b. approve short extensions that meet established guidelines for grounds, and advise the student accordingly, or;

c. forward the application with a recommended revised due-date and the student’s request, to:
   i. the subject coordinator (or a delegated member of the teaching staff in the subject), or;
   ii. the faculty committee established to decide applications.
6.1.3 The following may be taken into account when assessing an application:
   a. The described severity of the event – its suddenness, or unpredictability;
   b. The student's statement of the impact of the event on their ability to complete the assessment task (which in practice will vary from individual to individual);
   c. The degree to which the supporting documentation supports the student’s claim about the stated or potential impact of the condition or event; and;
   d. The student's performance in other items of assessment in the subject and/or the course.

6.1.4 A circumstance may be assessed as having a slight impact if it has impacted for up to 25% of the time set for the task, and is of sufficient intensity to disrupt the student's day-to-day life during this period.

6.1.5 A circumstance may be assessed as having a moderate impact if it has impacted for up to half the time set for the task, and is of sufficient intensity to frequently interfere with the student’s day-to-day life for this period.

6.1.6 A circumstance may be assessed as severe if it has impacted for more than half the time set for the task, and is of sufficient intensity to frequently interfere with the student’s day-to-day life for this period.

6.1.7 A circumstance may be assessed as a complete impairment for a period (e.g., a problem that totally disrupts a person's day-to-day life and ability to study for 95% of the time). In these circumstances, a simple one-for-one extension may be suitable (e.g., five days added to the allotted time for a student incapacitated for five days).

6.1.8 Students with severe or complete impairment may be advised to consider making a special consideration application.

6.2 Determination of Outcomes

6.2.1 The subject coordinator or a delegated member of the teaching staff in the subject (or the faculty committee when established), decides if an extension (or recommended extension) is warranted.

6.2.2 The subject coordinator may consider additional evidence, such as the student’s attendance and participation and results in previous assessment, when making the decision to offer an extension or not.

6.2.3 The student centre should be advised of the outcome as soon as possible; usually within 48 hours.

6.2.4 Extensions may be granted up to one working day prior to the expected return date.

7 Faculty Committee

7.1 Custodial faculties may wish to establish a course-level committee to act on behalf of subject coordinators and determine the outcome of applications at a course or course year level.

8 Advice of Revised Due Date

8.1 Students will be advised of the revised due date within three working days of the receipt of the application. A record of the advice will be kept on the student’s file.
8.2 Where electronic submission of assessment is required, the revised due date for submission for that student must be updated in the Learning Management System (LMS). Where electronic submission is not required, the revised due date should be updated in the LMS.

9 Submission of Assessment after Receiving an Extension

9.1 Students granted an extension must attach the advice of the extension to their assignment when submitting it to the student centre (or teaching department).

10 Appeals

10.1 Students concerned about decisions made in respect to this policy should consult the Student Grievance Policy for information about how to conduct an appeal.

RESPONSIBILITIES

1 Policy Owner

1.1 The Academic Board is the policy owner.

2 Discretion

2.1 Student advisers may where delegated consider all requests for assistance in the first instance.

2.2 The subject coordinator or the delegated member of the teaching staff in the subject, unless the matter is either delegated to the relevant student centre or to a faculty committee, will make the final decision to offer an extension (or not) and also the length of the extension to be offered, and may take into account other considerations, such as the student attendance and participation in classes.

2.3 Where appropriate, other staff in relevant University support services may be consulted for an opinion (eg. Counselling, Disability Liaison Unit).

2.4 Flexibility may be applied by examiners to shorter exercises, submitted in class to academic staff, such as tutorial work.

3 Responsibilities of Students

3.1 Students have a responsibility to contribute to their own learning by:
   a. being aware of the requirements and due dates for each piece of assessment;
   b. taking into account recommendations about the total time commitment required for successful completion of each subject (not only the teaching contact hours);
   c. honestly describing circumstances that negatively impact on their ability to complete assessment tasks;
   d. providing sufficient information about their circumstances to enable an appropriate decision to be made; and
   e. seeking assistance if they experience difficulties with any aspect of their study.
VERSION CONTROL & CHANGE HISTORY

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<td>1</td>
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<td>President of the Academic Board</td>
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SUPPORTING DOCUMENTATION

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RELATED MATERIALS

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POLICY LIBRARY REQUIREMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Words</td>
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