



## Core Subjects: Extensions for Assessment Tasks Policy

<b>Policy Number:</b>	CORE 2.02
<b>Name of Policy:</b>	Core Subjects: Extensions for Assessment Tasks Policy
<b>Applicability:</b>	Students enrolled in for-credit CORE subjects
<b>Policy Owner:</b>	Chair, Core Curriculum Committee
<b>Contact Position:</b>	Core Executive Officer, Office of the Core Curriculum
<b>Policy Status:</b>	Approved Policy
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### 1. Overview

A subject coordinator is often asked to make difficult decisions in relation to applications for extensions of the due date for assessment tasks. This policy is intended to assist in that decision-making process.

#### 1.1. Scope of Policy on Assessment Task Extensions

This policy applies to all assessment tasks in for-credit CORE subjects other than centrally organised final examinations held during the end of semester examination period.

#### 1.2. Reasons for Policy on Assessment Task Extensions

Subject coordinators should bear in mind the following when considering applications for extensions:

- Many students are able to conform to assessment deadlines despite illness, personal problems and employment concerns. It is unfair to those students who have conformed with the prescribed deadline to allow extensions to others without proper explanation or justification.
- An aspect of the training inherent in our various degrees is to inculcate an appreciation of the importance of meeting deadlines.
- Despite the above comments, it is necessary to have a policy on extensions as on occasions students genuinely do experience illness or other extenuating circumstances on or before the due date for assessment tasks. It would be harsh not to allow students some leeway in regard to submission/completion of assessments if good cause is shown.

### **1.3. Onus of Proof**

The onus is upon students to satisfy the criteria set out in this policy.

### **1.4. Submission of Assignments**

Assignments should be submitted electronically through iLearn by the prescribed time on the due date.

### **1.5. Assignment Coversheets**

Students are to ensure all available fields on the assignment coversheet are completed.

### **1.6. Late Penalty**

A late penalty will be applied to all overdue assessment tasks unless an extension is granted by the subject coordinator in accordance with this policy.

The standard penalty will be 10% of marks achieved in that assessment task per day late (rounded off to the nearest one-half mark) with no assessment to be accepted seven days after the due date. Where a student is granted an extension, the penalty of 10% per day late starts from the new due date.

## **2. Requirements and Guidelines**

### **2.1. Application Mode and Timing**

Applications for extensions must be made in writing, accompanied by supporting documentary evidence, on or before the due date of the assessment task. An application lodged after the due date will be accepted only if the reason for the extension made it impossible to seek an extension on or before the due date (eg, serious illness or accident). Subject coordinators should use their own discretion as to whether such an incident has occurred.

### **2.2. Reasons for Extension**

If an assessment task is not submitted/completed by the due date, the standard late penalty will apply unless an extension is granted on either of the following grounds:

- Medical reasons.
- Extenuating circumstances.

### **2.3. Medical Reasons**

Extensions on this ground will be granted only if the student provides a valid medical certificate as outlined below.

A medical certificate will be considered valid if it indicates:

- the date on which the medical practitioner examined the student;
- the severity and duration of the complaint expressed as a medical opinion; and
- the practitioner's opinion of the effect of the condition on the student's capacity to undertake study.

The length of any extension granted should reflect the period of the student's illness. The following

provides a guide:

- If illness is in the five days leading up to the due date, an extension for some period of the illness is appropriate.
- Illness only on the due date should allow a one day extension.
- Illness earlier than one week before the due date should normally mean no extension is granted unless it is a relatively long-term and severe illness (ie, for more than 10 days). In that case a short extension may be appropriate.

#### **2.4. Extenuating Circumstances**

Extensions on this ground will be granted only in exceptional circumstances and only where sufficient evidence is given of those circumstances (eg, letters from employers, funeral notices, letters from doctors and other professionals, etc).

Reasons which would normally allow for an extension of time include:

- Recent family deaths.
- Severe emotional disturbances.
- Unusual and unexpected changes in employment circumstances.

The length of any extension granted should reflect the severity of the student's circumstances.

In cases where students do not wish to divulge the circumstances to a subject coordinator, they must be allowed to speak to a counsellor in Student Services or to the Core Executive Officer. In such cases subject coordinators should be guided by Student Services or the Core Executive Officer.

#### **2.5. Insufficient Grounds for Extensions**

Extensions will not normally be granted for the following reasons:

- Computer crashes – it is the responsibility of the student to ensure proper backup of assessment tasks.
- Clashes in assessment dates – it is the responsibility of the student to manage their workload.
- Pressure of paid employment – it is the responsibility of the student to ensure that their subject load reflects the level of work commitments they may have.
- Travel arrangements – it is the responsibility of the student to make travel arrangements that do not conflict with assessment requirements.