

Guidelines on assessment extensions for students with an Academic Reasonable Adjustment Plan (ARAP) that includes extensions as a reasonable adjustment

If you are a student with a disability, you are required to follow the University's policies and procedures when applying for an extension on an assessment task or for consideration when you have missed a compulsory teaching activity.

The [Guidelines – Request for Extension or Missed Compulsory Activity](#) apply to all students even if extensions are included as an adjustment in your Academic Reasonable Adjustment Plan (ARAP). Missing compulsory teaching activities is not an adjustment in Academic Reasonable Adjustment Plans.

If extensions are NOT an adjustment in your ARAP, then you are not automatically entitled to an extension.

Use the [Request for Extension or Missing a Compulsory Teaching Activity](#) form to request an extension or to request consideration when you have missed a compulsory teaching activity due to a disruption that lasts for less than three consecutive days.

If extensions are an adjustment in your ARAP, the standard extension for assessment tasks is seven days from the original due date.

If your studies have been disrupted for three or more consecutive days, you cannot use the [Request for Extension or Missing a Compulsory Teaching Activity](#) form. Please refer to information about support for disruption over longer timeframe via our [Disruptions to Studies policy](#).

Applying for an extension when extensions are an adjustment in your ARAP

To apply for an extension:

1. Submit a request for extension using the [online form on WesternNow](#). This form can be submitted before the due date or by 5.00pm within two working days of the due date of the assessment task.
 - a. If you have a current Academic Reasonable Adjustment Plan (ARAP) with the adjustment 'extension on assessment tasks' and you require an extension, select 'I have an Academic Reasonable Adjustment Plan that includes extensions as an adjustment' when submitting the form.
 - b. Attach a copy of your current ARAP to the form.
2. The Subject Coordinator (or nominee) will confirm the new due date. Your extension will be for seven days.
3. Submit your assessment by the due date as confirmed by the Subject Coordinator (or nominee).

If you have submitted your extension application on time and you have an issue with the approval or the extension duration, contact your Disability Advisor as soon as possible.

If you are unable to submit your assessment by the extended due date, and require a further extension, you will need to submit a further request via the [online form on WesternNow](#) and provide additional supporting documentation to support your request. Your ARAP cannot be used as evidence for additional requests for further extensions on the same assessment. Your Subject Coordinator will advise the length of the extension and may request evidence of work completed.

If you do not submit your application for an extension within the required timeframe, you may be eligible to submit a “Disruption to Studies” application. In this case you will be required to attach relevant supporting documentation to your application. An ARAP is not sufficient evidence to support a Disruption to Studies application.

Approved by Deputy Vice-Chancellor, Academic and Vice-President (Academic)
[24th Oct 2023] (Future updates to be approved by PVC LF)

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