



ASSESSMENT POLICY

GUIDELINES FOR REQUESTS FOR EXTENSIONS OR FOR MISSING A COMPULSORY TEACHING ACTIVITY

General information

- (1) It is expected that you submit your assessments on time and manage the balance between your studies and other activities (employment, family life etc.).
- (2) If circumstances lasting less than three consecutive days prevent you from meeting the due date for an assessment task or attending a compulsory teaching activity such as a practical class or mid-term quiz, you may request an extension for an assessment, or consideration by completing the [Request for Extension or Missing a Compulsory Teaching Activity Form](#).
- (3) These guidelines support you in completing the [Request for Extension or Missing a Compulsory Teaching Activity Form](#).
- (4) If your studies have been disrupted for three or more consecutive days, you cannot use this form. Please refer to information about [Disruptions to Studies](#).
- (5) It will assist in the review of your request if you can submit supporting documentation or documentary evidence. Check the [guide to supporting documentation](#) to find out what documentation or evidence you can provide. Even if you do not have access to supporting documents or evidence, the form should be submitted as soon as possible without supporting documents or evidence.
- (6) Check your Learning Guide for information about due dates for assessment tasks and dates of any compulsory teaching activities.

Criteria

- (7) Requests for extensions or missing a compulsory teaching activity can be made for the reasons below:
 - Health issues (physical or psychological) lasting for less than three consecutive days
 - Hardship that disrupts studies for less than three consecutive days, e.g. substantial change to routine employment

- Carer responsibilities that disrupt study for less than three consecutive days.
- Crisis or trauma that disrupts studies for less than three consecutive days e.g. impact of a crime, domestic violence or accident
- Natural or public event that disrupts studies for less than three consecutive days, e.g. flood, bushfire, public transport strike
- Compassionate reasons that disrupt studies for less than three consecutive days; e.g. death of a relative; illness of a close family member
- You are a representative at an international, national or state sporting or cultural event
- You have an Academic Integration Plan that includes extensions as an adjustment
- Other extenuating circumstances that disrupt study for less than three consecutive days

(8) The following factors will not normally be considered as extenuating circumstances:

- a. routine demands of employment and employment-related travel;
- b. difficulties adjusting to university life, to the self-discipline needed to study effectively and to the demands of academic work;
- c. stress or anxiety normally associated with examinations, required assessment tasks or any aspect of your studies;
- d. routine financial support needs;
- e. lack of knowledge of academic requirements;
- f. difficulties with the English language;
- g. difficulties with visa arrangements that could have been reasonably anticipated;
- h. scheduled change of address, moving house, etc.

(9) The following circumstances would not normally be grounds for an extension to the due date for an assessment task or consideration for missing a compulsory teaching activity:

- a. demands of sport, clubs, social or extra-curricular activity (other than to represent or participate in state, national or international sporting or cultural events);
- b. recreational travel (domestic or international);
- c. planned events, such as weddings.

(10) If extenuating circumstances cause disruption to your studies that lasts for three or more days, you may be eligible to apply for a disruption to studies provision under the Disruption to Studies Policy. See [Disruptions to Studies](#) for more

information.

Advice for students with Academic Integration Plans

- (11) If you have an Academic Integration Plan (AIP) with the adjustment 'extension on assessments',
- a. Select 'I have an Academic Integration Plan that includes extensions as a an adjustment' in the Request for Extension or for Missing a Compulsory Teaching Activity form
 - b. Attach a copy of your AIP **together with a written statement that the extension requested is a direct result of your disability and/or chronic health condition.**
- (12) If you have an AIP that does not include the adjustment 'extension on assessments',
- a. Do not select 'I have an Academic Integration Plan that includes extensions as an adjustment' in the Request for Extension or for Missing a Compulsory Teaching Activity form
 - b. Select a different reason for your request in the Request for Extension or for Missing a Compulsory Teaching Activity form
 - c. It will assist in the review of your request if you can submit supporting documentation or documentary evidence. Check the [guide to supporting documentation](#) to find out what documentation or evidence you can provide. Even if you do not have access to supporting documents or evidence, the form should be submitted as soon as possible without supporting documents or evidence.

Advice for students with a Carer Verification Statement (CVS)

- (13) If you have a Carer Verification Statement (CVS), and your caring responsibilities over less than three consecutive days affect your ability to complete the assignment within the required timeframe,
- a. Select 'Carer responsibilities that disrupt study for one or two days' in the Request for Extension or for Missing a Compulsory Teaching Activity form
 - b. Attach a copy of your CVS, **together with a written statement that the extension requested is a direct result of your Caring responsibilities.**

How to submit your request

- (14) A request for an assignment extension can be submitted before the due date of the assessment task or compulsory teaching activity and no later than 5:00pm two working days after the due date or date of the compulsory teaching activity.
- (15) Submit the Request for Extension or for Missing a Compulsory Teaching Activity as early as you can as your request may not be approved.
 - a. If your request is not approved and you submit your assessment task after the due date, penalties will apply. Refer to '[Outcomes – Request for extension](#)' in these Guidelines.
 - b. If your request is not approved and you are unable to attend the activity, you will not receive any marks, if applicable. If the activity is required to pass the subject, you will receive a Fail grade. Refer to '[Outcomes - Request for consideration for missing a mandatory teaching activity](#)' in these Guidelines.
- (16) As your request for an extension may not be approved, it is in your interests to continue to work on your assessment task as best you can. If your request for an extension is made after the due date of the assessment item, your Subject Coordinator may, if applicable, ask you to produce work completed to date to determine your engagement with the task before your studies were disrupted for less than three consecutive days.
- (17) As your application for missing a mandatory teaching and/or assessment activity may not be granted, it is in your interests to ensure you attend all mandatory activities where possible, unless you have evidence to support a request for missing the activity. If your request is made after the date of the mandatory activity, your Subject Coordinator may, if applicable, ask you to produce any preparatory work completed so far to show that you had prepared for the activity.

Outcome of your request

- (18) Your Subject Coordinator will let you know the outcome of your request via your student email address as soon as possible. They may contact you to discuss the matter further if necessary.
- (19) If your request is not approved,
 - a. and you did not submit an assessment task on time, you will be penalised by losing marks for each calendar day that the assessment task is overdue. See

the [Assessment Policy](#).

- b. and you did not attend a compulsory activity that was required to pass a subject, you will receive a Fail grade. See the [Assessment Policy](#).

Endorsed by Senate Assessment Committee

12 April 2022

Document updated: 21 June 2022