



**GUIDELINES FOR STUDENTS - ASSIGNMENT EXTENSIONS
ASSESSMENT POLICY – CRITERIA AND STANDARDS-BASED ASSESSMENT**

Applications for Assignment Extensions

(1) These guidelines are for students applying for assignment extensions.

Assignment cut-off dates and learning guides

(2) Refer to the learning guide for information about the cut-off date, time and place for the assignments you are expected to submit.

Requests for extensions

(3) It is expected that you submit your assignments on time. You are expected to manage the balance between your studies and other activities (employment, family life etc).

(4) If circumstances prevent you from meeting the due date, and you have relevant supporting documentary evidence, you may request an extension for an assignment. The [Request for Extension Form](#) is available from the University's website. Your application must include supporting documentation.

(5) A request for an assignment extension may be submitted before the due date of the assignment and no later than 5:00pm two working days after the due date.

(6) Submit the Request for Extension form as early as you can, because it may not be granted. If it is not granted, and you submit your assignment after the due date, penalties will apply. Refer to 'Outcomes' in these Guidelines.

(7) Because an application for an assignment extension may not be granted, it is in your interests to work on it as best you can. If your request for an extension is made after the due date of the assessment item, your unit coordinator may, if applicable, ask you to produce work completed so far to show that you have not left the task to the "last minute."

(8) The following factors will not normally be considered as contributing to or constituting 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 course work;
- d. routine financial support needs;
- e. lack of knowledge of requirements of academic work;
- f. difficulties with the English language;
- g. difficulties with visa arrangements that could have been reasonably anticipated;
- h. scheduled anticipated changes of address, moving home, house moves etc.

(9) The following circumstances would not normally be regarded as grounds for having an application for an assignment extension granted:

- 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 more serious disruption to your studies you may need to apply for special consideration under the [Special Consideration Policy](#).

Advice for students with Academic Integration Plans

(11) If you have an Academic Integration Plan (AIP) with a stated adjustment of an 'extension on assignments', attach that to the request for an extension, **together with a written statement that the extension being sought is a direct result of your disability or chronic health condition.**

(12) If you have an AIP that does not include an adjustment relating to an 'extension on assignments', you will need to apply for an assignment extension in the same way as other students, and will need to provide documentation to support the request.

Advice for students with a Carer Verification Statement

(13) If you have a Carer Verification statement (CVS), and your Caring responsibilities are impacting on your ability to complete the assignment within the required timeframe, attach the CVS to the request for an extension, **together with a written statement that the extension being sought is a direct result of your Caring responsibilities**

Outcomes

(14) Your unit coordinator will advise the outcome of your request for an extension via your student email address, as soon as is practicable. The unit coordinator may contact you to discuss the matter further, if necessary.

(15) If your Request for Extension is not granted you will have to submit the assignment on time and, if you do not, you will be penalised by losing marks for each calendar day that the assignment is overdue. See the [Assessment Policy – Criteria and Standards-based Assessment](#)

Approved by Academic Senate

20 October 2017