



GUIDELINES FOR ACADEMIC STAFF - ASSIGNMENT EXTENSIONS ASSESSMENT POLICY – CRITERIA AND STANDARDS-BASED ASSESSMENT

Applications for Assignment Extensions

(1) These guidelines are for academic staff dealing with applications from students for assignment extensions.

Assignment cut-off dates and learning guides

(2) The learning guide for the unit must state, for items of assessable work, the cut-off date, time and method for assignments to be submitted. The learning guide must also explain how assignments submitted by post, electronically, or in hard copy, are to be treated in regards to the deadline. For example, they might specify that "Assignments posted by students must be received in Office X on the cut-off date for the assignment to be regarded as on time."

(3) The learning guide must specify the name, campus, and contact details (eg. postal address and email address) of one individual (normally the unit coordinator) who is responsible for considering student applications for assignment extensions. There must only be one named academic staff member, even if the unit is taught on several campuses. (Though not for publication in the learning guide, the School must make arrangements for another person to consider applications, if the individual named in the learning guide is indisposed.)

Requests for extensions

(4) The normal expectation is that assignments are submitted on time. Students are expected to manage the balance between their studies and other activities (employment, family life etc.). Repeated requests for assignment extensions may be a sign that the student is not able to cope with their studies and may need to be advised about the assistance available from Student Support Services.

(5) All requests from students must be in writing. The [Request for Extension Form](#) is available from the University's website. Students are expected to provide documentary evidence to explain their situation when requesting an assignment extension. An extension must not be granted when the student has not provided evidence in support of their reasons for applying for the extension.

(6) A request for an assessment extension may be submitted up to two days after the due date. Applications must be submitted no later than 5.00pm on the second working day after the due date of the assessment task. The decision to grant an extension for an item of assessed work may confer a potential advantage to a student over other students. Extensions are not to be granted if this is the case. This is an equity issue and academic staff must be able to defend the judgements they make when granting extensions.

(7) Consistent with the [Special Consideration Policy](#), the following factors will NOT be regarded as suitable grounds for justifying the granting of an assignment extension:

- 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.

(8) 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.

(9) Students may submit requests for extensions:

- a. well before the due date (three or more working days);
- b. just before the due date (less than three working days before the due date, including on the due date itself);
- c. after the due date (up to two working days after the due date).

Well before the due date

(10) In considering applications received well before the due date, staff are expected to take into account the following:

- a. the nature, timing and duration of the student's illness, misadventure, accident or extenuating circumstances and how this affected the student's capacity to undertake the assessment task in time;
- b. whether other students, faced with the same set of circumstances, would be compromised in their capacity to complete the assessment item on time. Or whether better time management skills would have allowed the problems to be foreseen and accommodated;
- c. the evidence the student provides to substantiate their application.

(11) A judgement must be made as to whether the student should be granted an extension, or be expected to submit on time. See "Outcomes" below.

Just before or on the due date

(12) In considering applications received just before or on the due date, staff are expected to take into account the following:

- a. if applicable, how much work the student has already done on the assignment. Is the student able to produce work showing that they had not left the assignment "to the last minute"?
- b. the nature, timing and duration of the student's illness, misadventure, accident or extenuating circumstances and the student's capacity to undertake the assessment task in time. Would other students, faced with the same set of circumstances, be compromised in their capacity to complete the assessment task on time? Or would better time management skills have allowed the problems to be foreseen and accommodated?
- c. The evidence the student provides to substantiate their application.

(13) A judgement must be made as to whether the student should be granted an extension, or be expected to submit on time. See "Outcomes" below.

After the due date

(14) In considering applications received after the due date, staff are expected to take into account the following:

- a. If applicable, how much work the student had already done on the assignment. Is the student able to produce work showing that they had not left the assignment "to the last minute?"
- b. The nature, timing and duration of the student's illness, misadventure, accident or extenuating circumstances and the student's capacity to undertake the assessment task in time. Would other students, faced with the same set of circumstances, be compromised in their capacity to complete the assessment task on time? Or would better time management skills have allowed the problems to be foreseen and accommodated?
- c. The evidence the student provides to substantiate their application. This evidence is crucial to justify why the student could not apply for the extension in advance of the due date.

(15) A judgement must be made as to whether the student should be granted an extension, or be asked to submit an application for special consideration. Extensions must not be granted where a student would gain an advantage over other students. See "Outcomes" below.

Students with an Academic Integration Plan

(16) Students with an Academic Integration Plan (AIP) with a stated adjustment of an 'extension on assignments' should be granted an extension. Students with this adjustment must attach their AIP to the request for an extension **together with a written statement that the extension being sought is a direct result of their disability or chronic health condition.**

(17) Students with an AIP that does not include an adjustment relating to extension of time for assignments need to apply for an assignment extension in the same way as other students and provide documentation to support the request.

(18) The duration of the extension should be negotiated between the Unit Coordinator (or nominee) and the student.

(19) If the Unit Coordinator is unsure of how long the extension should be they can contact the Disability Service for advice.

Outcomes

(20) The Unit Coordinator will advise the student of the outcome of their request for an extension via their UWS student email address, as soon as is practicable. The unit coordinator may contact the student to discuss the matter further, if necessary.

(21) The outcome of the application will be noted on the student's record in TRIM.

(22) If the Request for Extension is not approved, the assignment will be considered to be late for each calendar day that the assignment is overdue.

Approved by Senate Education Committee

3 November 2014