

EXTENSIONS AND SPECIAL CONSIDERATION POLICY

Approved by Academic Board: 22 November 2013

Revised by Academic Board: None

1. Special grading consideration

1.1 Special grading consideration concerns the level of grade awarded to a piece of assessment or written formal examination, when:

- a) The student's work at any time during the academic semester or year has, to a substantial degree, been hampered by illness or other approved cause; or
- b) The student has been prevented by illness or other approved cause from preparing or presenting for all or part of a component of assessment; or
- c) The student was to a substantial degree adversely affected by illness or other approved cause during the performance of a component of assessment.

1.2 Applications for special grading consideration must be made to the College's Coursework Coordinator as soon as possible after the events which instigated the request and no later than close of business on the next working day following the submission of the work concerned (where applicable).

1.3 Every application for special grading consideration must be made in writing, and supported by a medical certificate or other appropriate evidence.

1.4 Where special grading consideration is granted, the Coursework Coordinator is to consult with the examiner/s to reach an agreement on the details of the consideration. When agreement cannot be reached, consultation is to take place with the Chair of Examiners, whose decision is final.

2. Late work

2.1 All students' written work, whether submitted on time or not, must be graded and returned to students with appropriate pedagogical feedback, plus an indication of the grade which represents its intrinsic academic worth.

2.2 Students who submit work after the due date, without an official extension, will normally be penalised academically.

2.3 For assessment purposes, the following general policy applies, though Colleges may establish institution-specific procedures which accord with these guidelines:

- a) Work submitted up to one week late without an official extension will normally have its recorded grade reduced by one level (e.g. Distinction to Credit), though such work passed by one examiner must have a Pass grade recorded;

- b) Work submitted later than one week but up to one month late without an official extension is normally awarded a Pass grade only, unless it fails to reach a Pass standard;
- c) For work submitted later than one month or on the last day of semester without an official extension, a Fail grade is normally recorded.

2.4 A student may appeal, in accordance with the Appeals Policy, against the reduction of a grade for late work.

3. Extensions

3.1 Due to unforeseen circumstances, students may find themselves unable to submit assignments by the due date. Unforeseen circumstances are defined as those that:

- a) Are beyond the student's control; and
- b) Make it impracticable for the student to complete the assessment requirements by the due date.

3.2 Unforeseen circumstances may include:

- a) If a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible.
- b) Unforeseen circumstances may involve (but are not limited to): serious illness or injury, pregnancy or childbirth issues, serious illness or bereavement of close family members, serious upheaval or disaster, traumatic experience, legal responsibilities (e.g. jury service).

3.3 Types of Extensions

For extensions of up to two weeks (and no later than the final day of the examination period), students may apply for a Lecturer's Extension, normally not less than 3 days before an assessment item is due. For extensions of up to four weeks, students may apply for a Dean's Extension, normally not less than 5 days before an assessment item is due.

3.4 Lecturer's Extension

3.4.1 A student must discuss the need for an extension with their lecturer before the due date for the assignment.

3.4.2 The student must apply formally, in writing, for the Lecturer's Extension, on a Lecturer's Extension form. The Lecturer's Extension form will be available on the University website as a Word document, and students may email the completed form to the lecturer.

3.4.3 The lecturer must receive the application before the due date for the assignment.

3.4.4 The lecturer may grant an extension for 1 to 14 days after the due date, at his or her discretion. The lecturer needs to be satisfied of reasonable grounds for granting the

extension, and that it will not afford undue disadvantage or advantage to the student; if necessary, the lecturer should consult with the College's Coursework Coordinator.

- 3.4.5 The lecturer must respond to the student in writing using the Lecturer's Response section on the form, confirming the extension and including the new due date, or rejecting the extension. The Lecturer's Response section of the form may be scanned and emailed to the student, or a hardcopy posted. The lecturer must forward a copy of the completed form to the College's Registrar to be placed on the student's file, to facilitate the recording of results.
- 3.4.6 The student must attach the Lecturer's Response section to the submitted work.
- 3.4.7 The work must be submitted no later than the newly agreed due date, and no later than the final day of the examination period. Students who submit work after the newly agreed due date will normally be penalised academically in accordance with section 2.

3.5 Dean's Extension

The term 'Dean' refers to the position of Dean at a College or an equivalent position. A student requiring an extension of up to 28 days, or an extension beyond the final day of the examination period for a semester, must seek a Dean's Extension. When there are medical or serious pastoral grounds for the granting of an extension beyond 15 days or the final day of the examination period for a semester, students must contact the relevant College Dean, who may grant an extension within the following guidelines:

- 3.5.1 The student must discuss the need for an extension with the Dean before the due date of the assignment. At this time, the Dean must inform the student of any supporting documentation (e.g. Doctor's certificate clearly showing the dates on which the student was unable to study), which the student is required to provide to support the extension.
- 3.5.2 The student must formally apply for the extension on the Dean's Extension form. The Dean's Extension form will be available on the University website as a Word document, and students may email the completed form to the Dean. The Dean must receive the application before the due date for the assignment.
- 3.5.3 If the student does not supply the evidence requested, the Dean may reject the application.
- 3.5.4 The lecturer must agree to the extension being granted.
- 3.5.5 The Dean must be satisfied that there are reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student.
- 3.5.6 The Dean or Coursework Coordinator must respond to the student in writing using the Dean's Response section on the form, confirming the extension and including the new due date, or rejecting the extension. The Dean's Response section of the form may be scanned and emailed to the student, or a hardcopy posted. The Dean must forward a copy of the completed form to the College's Registrar to be placed on the student's file, to facilitate the recording of results.
- 3.5.7 The student must attach the Dean's Response section to the submitted work.

- 3.5.8 A Dean's Extension may be granted for up to 28 days from the end of the examination period, at the Dean's discretion. An extension of longer than four weeks after due date for the assignment will not be granted unless warranted by exceptional circumstances.
- 3.5.9 The work must be submitted no later than the newly agreed due date. Students who submit work after the newly agreed due date will normally be penalised academically in accordance with section 2.