



USER GUIDE

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

APPLICATIONS FOR ASSIGNMENT EXTENSIONS

- (1) These guidelines are for students applying for hand-in assignment extensions (including Turnitin assignments), and do not apply to in-class tests or exams.

ASSIGNMENT DUE DATES AND LEARNING GUIDES

- (2) Refer to the learning guide for information about how to submit your hand-in assignments, as well as the due date, time and place for submission.

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 need up to 48 hours to complete and submit your assignment, you may request **one** extension per assignment.
- (5) Circumstances for which you can apply for an extension for up to 48 hours on hand-in assignments include:
- needing to work an unexpected shift
 - a family member suddenly falling sick and needing care
 - a last-minute equipment breakdown that prevented completion of the assignment
 - a temporary illness, such as a migraine, making it difficult to focus on completing the assignment.

- (6) To submit a request for an extension, access and complete the Extension Request Form via the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=OPHbPg14GEGkjDHFk4ympeB8MXaRKJJOqZtN0U3TKZBUQjNDNVU3TU44QIRSS0VOSVpBSIEwWU8zNyQIQCN0PWcu>

Information required by the form includes:

- a. Your full name and student number
- b. The number and name of the unit of the task for which you are seeking an extension (you find this information in the learning guide if you are unsure)
- c. The name and number of the assignment that you are seeking an extension for (check the learning guide for this)
- d. The due date of the assignment.
- e. How long you would like an extension for (must be 48 hours or less)
- f. The reason you need an extension



USER GUIDE

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

(7) A request for an assignment extension may be submitted up to one week before the due date of the assignment and must be submitted no later than 24 hours after the due date.

(8) Submit your request 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.

(9) Because an application for an assignment extension may not be granted, it is in your interests to work as best you can on the assignment.

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

(10) If you have an Academic Integration Plan (AIP) with a stated adjustment of 'extension on assignments', and you need **only** an extension of up to 48 hours, you can apply for an extension under these guidelines, using the Extension Application form.

(11) If you have an AIP with a stated adjustment of an 'extension on assignments', and you need an extension of **more than** 48 hours, **do not** complete the Extension Application form, but **instead** apply via the [Special Consideration](#) process. Make sure you attach your AIP to the Special Consideration form, 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 'extension on assignments', you can apply for an assignment extension of 48 hours or less in the same way as other students. For longer extensions and other types of adjustments under the Special Consideration Policy, you will need to attach appropriate supporting documentation.

OUTCOMES

(13) You will be advised of the outcome of your request for an extension via your student email address, as soon as is practicable.

(14) If your request for extension is not granted you will need 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](#).