

USER GUIDE

GUIDELINES FOR STUDENTS – ASSESSMENT EXTENSIONS

APPLICATIONS FOR ASSESSMENT EXTENSIONS

- (1) These guidelines are for students applying for an extension to the due date for hand-in assessments (including Turnitin assessments), in-class assessments and oral presentations. They do not apply to assessments due in week 12 (for Diploma, UFS programs) and week 10 (ADE program) or to any final exams/end of session exams.

ASSESSMENT DUE DATES AND LEARNING GUIDES

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

REQUESTS FOR EXTENSIONS

- (3) It is expected that you submit your assessments on time. You are encouraged to manage the balance between your studies and other activities (employment, family life etc).
- (4) If circumstances prevent you from meeting the due date, you can apply for an extension of **up to five days**. You may request one extension per ~~assessment~~.
- (5) The circumstances for which you can apply for an extension for up to five days 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 assessment
 - a temporary illness, such as a migraine, making it difficult to focus on completing the assessment.
- (6) To submit a request for an extension, please email your teacher as soon as you can and include the following in your email:
 - a. Your full name and student number
 - b. The code and name of the unit for 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 assessment for which you are seeking an extension (check the Learning Guide for this)
 - d. The due date of the assessment.
 - e. For how long you would like an extension (can be up to 5 days)
 - f. The reason you need an extension

An example of how to word your email request is included at the end of this document.

USER GUIDE

GUIDELINES FOR STUDENTS – ASSESSMENT EXTENSIONS

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

(8) Submit your request as early as you can otherwise it may not be granted. If it is not granted, and you submit your assessment after the due date, late penalties will apply. Refer to 'Outcomes' in these Guidelines.

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

If extenuating circumstances cause more serious disruption to your studies you may need to apply for special consideration under The College's [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 five days, you can apply for an extension under these guidelines.

(11) If you have an AIP with a stated adjustment of an 'extension on assignments', and you need an extension of more than five days, 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 the health condition for which you have been granted an AIP.

(12) If you have an AIP that does not include an adjustment relating to 'extension on assignments', you can apply for an assessment extension of up to five days 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. Speak to your FYEC if you require guidance on this.

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. Allow up to 48 hours for your teacher to respond.

If your request for an extension is not granted, you will need to submit the assessment on time. If you do not, a late penalty will apply in accordance with the [Assessment Policy](#).

USER GUIDE

GUIDELINES FOR STUDENTS – ASSESSMENT EXTENSIONS

SAMPLE REQUEST FOR AN EXTENSION

(14) Appropriate email wording for an extension request is as follows.

Please note: students need to replace the information inside the square brackets with the relevant information.

Dear [teacher name],

I am in your [unit name] class on [day] at [time].

I am writing about the assessment [task name] which is due at [day/time].

Could I please ask for an extension of time of [how many days] for this task, because [brief reason].

This means I will submit the task on [new date and time].

Thank you,

[Your name]