

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.

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 of 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 request an extension please use the extension form via the WesternNow portal. You find the link to the form [here](#). Please ensure you are logged in with your student details, and that you indicate that you are a student at The College.
- (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) If you have been significantly adversely affected by a serious and unavoidable disruption to your studies beyond your control for at least three consecutive days or longer, and a five day extension will not be sufficient to get you back on track with your studies, you can apply for a Disruption to Studies provision via the [Disruption to Studies Policy](#).
- (9) If you are not sure of whether applying for an extension, or a Disruption to Studies provision is the right thing for your circumstances, please contact your teacher or your First Year Experience Coordinator to discuss your options, keeping in mind both processes have timeframes within which you need to apply.

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 Disruption to Studies Policy. Make sure you attach your AIP to the Disruption to Studies 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 Disruption to Studies 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. Allow up to 48 hours to receive a response.

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](#).