

P15: EXTENSION OF ASSESSMENT ITEMS

Overseer: PBC Dean of Academics and Research
 Approval Authority: PBC Academic Council
 Review Schedule: 3 yearly Next Review Due: Nov 2019

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
02/05/2013	Policy Update	Changes made to process. College office to process all applications.	Adam Niven
03/11/2016	Scheduled	Change of terminology from "deferral" to "extension"	Peter Elliott

1. Extension of Assessment Items

- 1.1. If a student is unable to meet the due date requirements of an assessment item they should seek approval for an extension of the assessment item.
- 1.2. A student may be granted an extension for any form of assessment in the following circumstances:
 - 1.2.1. medical grounds;
 - 1.2.2. representation in sporting or cultural activities at state, national or international level;
 - 1.2.3. compassionate grounds (i.e. bereavement); or
 - 1.2.4. special unforeseen circumstances.
- 1.3. Students must apply for extension via the 'Application for Extension of Assessment Item' form. All applications must be submitted to the College office.
- 1.4. Students will be required to supply supporting documentation (e.g. medical certificate) where appropriate.

- 1.5. For applications made under 1.2.4 above, students will be required to justify how the circumstances qualify as special unforeseen circumstances including:
 - a. how they are not normal circumstances (noting that irregular occurrences does not automatically equate to 'special');
 - b. how the student could not have foreseen the possibility of them occurring;
 - c. how they were beyond the control of the student; and
 - d. how they have made it impracticable for the student to meet the requirements of the assessment
- 1.6. All requested new due dates should be justifiable against the circumstances for the request (e.g. a two day representation at a sporting event would justify a two day extension of the due date).
- 1.7. When circumstances are known to exist before the due date or scheduled time for the assessment item, application for extension must be made in advance.
- 1.8. When a student misses a due date or scheduled time for the assessment item because of circumstances which arise which would not have allowed the student to apply for extension in advance, the student must contact the College office as soon as possible under the particular circumstances. The student will still be required to submit an application for extension form as soon as reasonably possible given the circumstances.

2. Notification of Extension Application Outcome.

- 2.1. The College office will review the application for extension submission and return a signed copy of the outcome to the student.
- 2.2. An approved application will indicate the new set due date. Where a student has been granted an extension, the assessment must be completed no later than the extended date, unless they reapply for further extension. If the student is unable to complete the assessment by the extended date they would be given a zero grade for this item when it is submitted. This will mean the student fails the unit if their overall grade is below 50%. All assignments must be submitted (even if the grade is zero) in order to pass the unit overall. [clause 10 of P12 refers.]
- 2.3. In the event of non-approval, students will be notified of the reasons for non-approval. Should a student wish to discuss the outcome of non-approval, they will need to make an appointment via the College office.

3. Approved Extensions (student responsibility)

- 3.1. An extension is only in place once a student has received a signed copy of the application form indicating the approval and new due date.
- 3.2. It is the student's responsibility to provide the copy of the approved application at the submission of their assessments. For written submissions, this must be stapled to the front of the submission.