



## REQUESTS FOR EXTENSION OR DEFERMENT OF ASSESSMENT

### Procedure

#### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions, are as follows:

**Award Program:** A program of study leading to a qualification accredited by TEQSA and, in many instances, also a relevant professional body. Award programs lead to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework.

**Invigilator:** ACC staff who supervise examinations and in so doing ensure that students abide by the rules applicable to that examination and are available to answer any procedural query that a student may have.

**Stream:** A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Streams at the ACC comprise one or more units of study.

**Unit Coordinator:** The academic staff member who is responsible for the design and overall management of a unit of the program curriculum.

**Unit (or Unit of Study):** An element of a Stream that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

#### PURPOSE

This procedure provides guidance to staff and students to ensure that requests for extensions and deferment of assessment tasks, including examinations, are managed consistently, fairly, and transparently.

#### SCOPE

This procedure applies to all ACC students and staff.

## PROCEDURE

### Assessment Extensions

#### 1. Grounds for Request

The following constitute acceptable grounds for a request for an extension for the submission of assignments and assessment tasks other than formal examinations:

- Medical grounds;
- Personal/family situation;
- Work-related;
- Other unavoidable or unforeseen circumstance.

All extension requests must be submitted on the *Application for Assignment and Other Assessment Task Extension Form* and include details of the nature of the request along with any supporting documentation.

Extensions may be sought for a maximum of five (5) working days. Individual Unit Lecturers grant approval.

In exceptional circumstances, extensions may be considered beyond five (5) working days, with the approval of the Academic Dean.

In cases where an extension is sought due to medical or allied health reasons, supporting documentation must include an original signed certificate from an AHPRA registered medical or allied health provider not related to the student. Certificates from Telehealth or a face-to-face appointment will be accepted.

#### 2. Extension Timelines and Late Penalties

All Applications must be lodged using the *Assignment and Other Assessment Task Extension Form*. The form must be submitted to the Unit Lecturer prior to the assignment/assessment submission deadline.

Requests must be accompanied by supporting documentation specified by the *Assignment and Other Assessment Task Extension Form*.

The Unit Lecturer must notify the student of the outcome of their extension request within two (2) working days from receipt of the extension request.

If the extension request is not approved, the standard penalty for late submission will apply. The standard penalty for late submission without an approved extension will be 5% of the total possible marks per day.

If submission is overdue by more than ten (10) working days the work will not be assessed.

Submission of a request for an extension does not guarantee approval. Students are therefore advised to submit the assessment in question as soon as possible after the due date. To maximise the chance of a successful request for an extension, submission of the request is advised as early as possible prior to the submission deadline.

Where requests are received after the assignment/assessment submission deadline, the late submission penalty will be applied to the assignment/assessment that equates to the late application submission period.

For those assessment tasks where the availability of an extension or application for a late submission is not appropriate, the late or non-submission will result in a graded mark of zero (0). These assessment specifications will be clearly outlined within the assessment requirements of the Unit Profile.

### **3. Extension Request - Application Results**

The final responsibility for determining the outcome of an assessment extension request and whether a late penalty will apply resides with the Academic Dean. This responsibility may be delegated to another member of Academic staff, usually the Unit Lecturer, for both decision and administration pertaining to that decision.

The following factors will be taken into account by the Academic Dean or their delegate:

- Whether the extension request was received in writing along with sufficient supporting documentation to enable a decision;
- If received after the assessment submission deadline, whether sufficient information on the extenuating circumstances resulting in the late submission are provided;
- Any other relevant circumstances.

The Unit Lecturer is responsible for monitoring receipt of approved late assignments by the date specified on the Application for Assignment Extension form and entering the assessment mark into the student's record.

Unit Lecturers must forward all completed Assignment and Other Assessment Task Extension Forms and the approval outcome to the Academic Operations Officer who will then upload the completed form to the student's electronic file in the Learning Management System.

### **Deferred Examination and /or Other Assessment**

#### **1. Admissible Grounds for Deferment**

Deferred examination and/or other assessment applications may be considered for those students who are/were unable to attend a scheduled examination in the standard exam period or to complete an assessment at the required time (including a granted extension) due to exceptional circumstances, such as:

- Serious personal trauma;
- Illness or serious health problem. As a general rule, the College does not consider minor ailments such as colds and minor respiratory infections as sufficient grounds for being unfit to sit an examination;
- A cultural or sporting commitment at State, national or international representative level;
- Jury duty;
- Defence Forces Reserve commitments;
- Serious incapacity during the central examination period;
- Religious or cultural grounds;
- Exceptional family, work or personal circumstances which are outside of the control of the student.

In exceptional circumstances, a work commitment may be considered as admissible grounds for a deferred examination/assessment application, and only where the employer provides written confirmation and explanation of the nature of the work commitment and the student's inability to attend the scheduled exam or undertake another type of assessment.

## **2. Non-admissible Grounds for Deferment**

The following situations are regarded as within normal risk and will not normally be admissible grounds for applying for deferred examination(s) or other assessments. Examples include but are not limited to:

- Inability to cope with student pressures, study or family life;
- Demands of employment other than exceptional circumstances as described under 'Admissible Grounds' above, sport or other club social activities (including clubs that are College affiliates);
- Tension between spouse, parents or other close relatives;
- Need for financial assistance;
- Weddings, birthdays and similar family or social gathering;
- Holiday arrangements including international students returning home, regardless of whether travel arrangements have already been made;
- Misreading an examination timetable;
- Social and leisure events including sporting or cultural commitments not at State, national or international representative level;
- Non urgent medical/allied health appointments;
- Medical circumstances where the supporting documentation provided does not indicate an inability to undertake an examination.

## **3. Application and Timeline**

All students must complete a Special Consideration form with relevant documentation, including:

- Supporting documentation and evidence outlining the nature of the extenuating circumstances which prevent/prevented the student from participating in the examination or assessment procedure.
- A signed and dated Statutory Declaration to support the provided evidence and application.

All forms need to be submitted to the Academic Operations Officer within three (3) working days after the date of the scheduled exam.

The Program Coordinator(s) will review and consider all applications.

A student can submit up to three (3) Special Consideration applications per semester. Any need for additional applications within a semester requires a meeting with the Academic Dean. This is to ensure that

the student has supportive mechanisms in place to attend all scheduled assessments in the units in which they are enrolled, and that they meet the Inherent Requirements for the Diploma or Bachelor program. Any further applications will not be approved if this meeting has not occurred, or if further allowance has been previously permitted by the Academic Dean.

Applications received after the three (3) day deadline will only be considered in exceptional circumstances.

Responsibility for on time application and provision of sufficient documentation is the responsibility of the student.

In the event of an unavoidable medical episode during an examination, the affected student will be required to submit a Special Consideration form to the Academic Operations Officer. The Invigilator will be required to complete an incident report.

#### **4. Deferred Exams/Assessment – Application Results**

The responsibility for considering and deciding upon the result of applications for deferred assessment/examination lies with the Program Coordinator(s).

When considering all applications, the Academic Operations Manager will determine the existence of exceptional circumstances based upon all evidence provided to them including: written applications from either student or Invigilator, supporting documentation, the nature of the circumstances occasioning the application, and other relevant contextual factors.

Other contextual factors may include, but are not limited to:

- Whether the application pertains to a hurdle assessment;
- Satisfactory completion of all other assessment tasks undertaken by the student;
- Recurrent history of similar application;
- Student attendance;
- Student's ability to obtain a passing grade if the application were successful.

The responsibility of considering and deciding upon the result of deferred assessment/examination applications lies with the Academic Operations Manager.

Should an application be denied based on lack of supporting documentation or not meeting the criteria, the student will be permitted an additional ten (10) working days to provide relevant evidence.

The outcome of all deferred assessment/examination applications will be decided within ten (10) days after the certification of standard exams. These results will be recorded, and notification of the application result will be provided in writing to the student.

#### **5. Limitations to Deferred Exam and Supplementary Assessment**

Successful deferred examination/assessment applicants will be provided with **one** opportunity to complete the deferred examination or supplementary assessment.

Deferred examination/assessments will be offered during the period published on the Academic Calendar for Supplementary/Resit and Deferred Examinations and Other Assessments, unless an alternative time has been approved by the Academic Operations Manager

In exceptional cases, the Academic Operations Manager may approve the submission of further assessment should a student not be capable of attending the designated deferred examination / assessment. Should further assessment be granted, the assessment piece must meet the original assessment requirements and align to the relevant learning outcomes of the original assessment or examination.

Deferred examinations/assessments that are offered outside of the period published on the Academic Calendar must be conducted no later than the first week of the following semester.

Results and final grades for deferred examinations/assessments must be finalised and approved by the Academic Operations Manager no later than the census date of the following semester.

*The Grades and Results Policy and Procedures* will apply to all deferred examinations, as they do with standard examinations.

Interim grades will be provided to those students who are awaiting confirmation of grades due to deferred examination and/or supplementary assessment. After further assessment has been completed certified grades will be released.

## IMPLEMENTATION AND MONITORING

The Academic Dean is responsible for the implementation of this Policy.

## REVIEW

The ACC's *Extension or Deferment of Assessment Procedure* is reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

## RELATED DOCUMENTS

- Assessment of Coursework Policy
- Assessment of Coursework Procedures
- Grades and Results Policy and Procedures
- Student Support Policy and Procedures
- Disability Policy and Procedures
- Student Academic Appeals Procedures
- Equity (Anti-discrimination) Policy
- Annual Program Performance and Unit Enhancement Reports Policy and Procedures.

## VERSION CONTROL

<b>Document:</b> T003P Extension or Deferment of Assessment Procedure		
<b>Responsible Officer:</b> Academic Dean		
<b>Initially Approved by:</b> Academic Board		<b>Date:</b> 9 Mar 2022
<b>Approved by:</b> Academic Board		<b>Date:</b> 22 February 2023
<b>Version:</b> V1.1	<b>Replaces Version(s):</b> 1.0	<b>Next Review:</b> February 2026
<b>HESF</b>	1.4 Learning and Assessment	1.4.3 1.4.4 1.4.5
<b>Nature of Change</b>	<p>New document excised from the former Assessment of Coursework Policy and Procedures and subsequently reviewed to incorporate minor revisions.</p> <p>February 2023</p> <ul style="list-style-type: none"> <li>• Updated references to reflect policy and procedure review program</li> <li>• Update of responsibilities</li> <li>• Inclusion of the Implementation and Monitoring and Review sections <ul style="list-style-type: none"> <li>• Inclusion of the HESF reference in the Version Control table.</li> </ul> </li> </ul> <p>July 2025</p> <ul style="list-style-type: none"> <li>• Updated governance and persons responsible</li> <li>• Timeline changes</li> <li>• Removed content related to another policy (Grades and Results)</li> <li>• Clearer advice on supporting documentation requirements</li> <li>• # of special consideration applications per semester to assist student support</li> </ul>	