

<b>Institution</b>	Universal Higher Education (UHE)
<b>Policy name</b>	Late Assessment and Extension Policy
<b>Policy Governance</b>	Academic Board

### 1. Introduction

Students experience a range of challenges during their study. Various circumstances are experienced which limit students' ability to submit assessments in a timely manner. The policy aims to establish a fair, consistent and transparent treatment of late submission of assessment tasks.

### 2. Policy principles

Managing priorities, expectations, competing commitments and time are essential skills for effective learning and professional life. Assessment tasks are designed to support and facilitate learning over a period of time and generally cannot be adequately undertaken or completed within the final few days before a due date.

UHE requires students to submit assessment work on the due date so that it may be marked against the criteria and feedback provided in a timely manner to support future learning. UHE recognises that where special circumstances exist, an extension of time may be granted for submission of an assessment item without penalty.

### 3. Extensions

Extensions are normally granted where:

- the student has made a written request for an extension prior to the due date for the assessment item; and
- the student has justified their request on the basis of relevant special circumstances that prevent completion of the assessment task by the specified deadline.

Any extension granted must specify in writing a new due date for submission of the assessment item, during which the student can submit the work without a penalty being applied. The duration of any extension granted should take reasonable account of the delay experienced by the student, and permission to submit after the normal due date for the assessment without penalty should not be open-ended. Students must submit the request using late assessment and extension form to [support@uhe.edu.au](mailto:support@uhe.edu.au).

An application for special consideration should be made in the first instance where the assessment work was submitted on the due date but the student believes the quality of work was affected by special circumstances.

It should be noted that:

- requests made verbally or by e-mail without the official form and supporting documentation appended are normally not considered
- under special circumstances a student who was unable to access extension procedures may be permitted to submit a late assessment item as an outcome of an application for special consideration.

#### **4. Late assessment**

Assessment work submitted after the due date will be marked only with an approved extension. Assessment work submitted after the due date without an approved extension will carry 5% penalty per day including weekends or, where an extension has been granted, after the extended due date, will normally not be marked and a grade of 1 or 0% will be awarded against the assessment item.

An extension may however be granted where an application was not made before the due date as an outcome of an application for special consideration.

For example:

- Assessment work was submitted one day after the due date without an approved extension and was worth 60% of the final grade for the subject. The assessment item would receive a 1 grade or 0%.
- Partially completed assessment work was submitted on the due date and an application for special consideration made on the grounds of an extended illness was approved. The student was given the option of an extension.
- Partially completed assessment work was submitted on the due date. The work was marked against the criteria.

#### **5. Responsibility of Program Coordinator**

The Program coordinator has responsibility for development of additional subject information (which includes assessment information and assessment deadlines). The additional subject information must include information concerning the UHE policy on late assessment.

The Program coordinator also has responsibility for considering applications by individual students for an extension to the due date for assessment, in accordance with UHE policy.

#### **6. Application and communication of policy**

This policy applies to all accredited courses and subjects approved by Academic Board as part of the curriculum development, approval, and accreditation process.

#### **7. Special circumstances**

When making a claim, students must provide independent supporting documents with the application to demonstrate special circumstances. Students need to provide different types of documents depending on the special circumstances. Special circumstances may be accepted for some applications but not for others.

##### **7.1 Health conditions**

Students may be able to claim special circumstances if a health condition has arisen or changed to such an extent that students are unable to continue studying, either temporarily or for the remainder of the semester. Students must provide a certificate or letter from a registered health practitioner, stating:

- the date(s) the practitioner examined the student
- the nature, severity and duration of the complaint (where appropriate)
- that, in the practitioner's opinion, the student is not fit to study or sit an exam on the relevant date (dates must be specified)
- the health practitioner's name, contact details, provider number and signature.

## 7.2 Family or personal circumstances

Students may be able to claim special circumstances if family or personal circumstances beyond their control have arisen or become apparent and make it unreasonable to undertake study for a short period of time or to expect to continue studying for the remainder of the semester. Family or personal circumstances include:

- death or serious illness of a close family member or friend
- significant medical problems within student's family members
- family or relationship breakdown
- severe disruption to domestic arrangements
- being victim of a crime or accident

A decision based on family or personal circumstances is more subjective than one based on medical grounds. Depending on the nature of the circumstances, supporting evidence may include a medical certificate or letter from a counsellor, doctor, or police officer. The supporting documentation must contain the name, date and contact details of the person providing the evidence. It should also demonstrate the impact these circumstances have had on the student's ability to complete studies.

## 7.3 Employment-related circumstances

Domestic students may be able to claim employment related special circumstances if employment status or arrangements have changed to make it unreasonable to continue studying. Employment-related circumstances may include:

- transfer to another city or country
- substantial changes to employment such as unexpected increase in responsibility and work hours.

Students will need to provide a signed and dated statement from the employer on official company letterhead stating:

- the date your employment began or the conditions of employment changed
- how this affected the study.

## 7.4 Unavoidable commitments

Students may be able to claim special circumstances for unavoidable commitments in very limited cases. These are:

- jury duty or other court appearances
- sporting events where you have been selected to represent at a state, national or international event