

# A11 - ASSESSMENT EXTENSION OF TIME POLICY AND PROCEDURES

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## 1. PURPOSE

This policy provides a procedure for the granting of extensions for assessments in circumstances where a student has requested such consideration.

## 2. BACKGROUND

BBI-TAITE – The Australian Institute of Theological Education (BBI-TAITE) is committed to quality learning and teaching, as reflected in its educational mission. This policy has been implemented in order to ensure fairness, integrity and equity in the consideration of student's circumstances in the matter of submitted work. In terms of the granting of extensions to students by academic staff, this policy is to be read alongside BBI-TAITE's *Assessment Policy*.

## 3. SCOPE

This policy applies to all staff engaged in teaching units with and for BBI-TAITE, and to all students studying in awards and courses with BBI-TAITE.

## 4. POLICY

BBI-TAITE is committed to ensuring a high quality learning environment based upon sound academic principles and ethical standards. BBI-TAITE understands that there are many factors contributing to the lives of its students and that unforeseen circumstances can and do arise during the course of any given Trimester.

Students enrolled in a unit of study with BBI-TAITE are eligible to apply for an extension of time on one or more assessments if circumstances have arisen that are out of their control and are not anticipated or regular occurrences as part of their ongoing circumstances. Such circumstances where an extension may be granted include (but are not limited to):

- Illness or injury (of the student or a close family member for whom the student has responsibility or duty of care);
- Death in the immediate family;
- Unexpected working circumstances (such as illness of a colleague for whom the student is required to take a portion of the workload in addition to their own);
- Natural disasters which have a direct impact upon the student (such as fire or flooding which result in the evacuation of the student from their place of residence);
- Unavoidable and unexpected commitments such as jury duty or (unanticipated) duties associated with military service.

Circumstances for which extensions are not appropriate include (but are not limited to):

- Usual and ongoing work arrangements (including intermittent but expected work commitments such as sporting events, conferences, reporting periods, end of year arrangements);
- Usual and ongoing family commitments;
- Failure of electronic systems and/or failure to adequately back up work.

It is the responsibility of the student to ensure that they schedule adequate time for the completion of assessment tasks, and failure to do so is not considered grounds for extension of time. BBI-TAITE ensures that the dates and details of all assessment tasks are provided upfront at the commencement of each Trimester in order to facilitate adequate time management. BBI-TAITE also ensures that its academic and professional staff and systems are accessible to students to aid them in any matter relating to the undertaking of assessment tasks including study skills seminars and information on researching, referencing, and essay writing. Failure to take into consideration the advice of such staff members at BBI-TAITE can be considered as pertinent to any request for extension of time.

Students must apply for an extension of time for an assessment as soon as it becomes apparent that such an extension may become necessary, but no later than the listed due date of the assessment task. Failure to do so may result in refusal of the extension and the student will then be subject to the late submission penalties listed in section 17 of BBI-TAITE's *Assessment Policy*.

## **5. PROCEDURE**

- a. Students are to contact the Student Administration Manager by emailing [extensions@BBI-TAITE.catholic.edu.au](mailto:extensions@BBI-TAITE.catholic.edu.au) in the first instance and as soon as possible upon realisation that they may require an extension;
- b. Except in exceptional circumstances extension requests must be made no later than the listed due date of the assessment. Failure to request an extension on or prior to this date may result in refusal of the request;
- c. Students are responsible for maintaining copies of all documentation pertinent to their extension request for a period of six months following the conclusion of the relevant Trimester;
- d. Adequate reasons for the request must be provided in writing to the Student Administration Manager by emailing [extensions@BBI-TAITE.catholic.edu.au](mailto:extensions@BBI-TAITE.catholic.edu.au), along with any supporting documentation (such as medical certificates, death certificates, statutory declaration or statements from employers that employment conditions have changed suddenly and unexpectedly). Failure to supply adequate explanation for the request will result in its refusal;
- e. The Student Administration Manager has the authority to grant an extension of time for up to but no more than two weeks from the listed due date of the assessment;

- f. Extensions of time of more than two weeks can only be granted in exceptional and/or extenuating circumstances;
- g. Any extension of time that is likely to extend beyond this two week period or which is serious enough to warrant a lengthier extension of time must be submitted by the Student Administration Manager to the Associate Dean – Quality, Standards & Innovation for approval and must be accompanied by appropriate documentation;
- h. Under no normal circumstances can an extension of time be granted that extends beyond the final date for the submission of marks at the conclusion of any given Trimester. Any extension of time that is granted under circumstances which warrant such an extension must be submitted to the Associate Dean – Quality, Standards & Innovation as soon as possible but no later than the final date for submission of marks;
- i. Applications for extensions of time which extend beyond the final date for submission of grades in any given Trimester and are not accompanied by formal documentation demonstrating serious and extenuating circumstances will be refused;
- j. It is the responsibility of the Student Administration Manager to inform any student who has an extension of time that extends past the final date for submission of grades that the formal release of their grades will be delayed until the publication of grades for the following Trimester;
- k. The submission of extension requests to the Associate Dean – Quality, Standards & Innovation is to be undertaken by the Student Administration Manager, not the student. The Student Administration Manager is to gather all pertinent documentation and details of communications with the student regarding the extension and submit them to the Associate Dean – Quality, Standards & Innovation in writing. They must also engage in a formal discussion with the Associate Dean – Quality, Standards & Innovation (in person or via phone) regarding the necessity for the extension in this instance. Such submissions *must* be accompanied by relevant documentation such as medical certificates, death certificates, etc.;
- l. Students are responsible for ensuring the authenticity of any documentation submitted in support of their extension request and BBI-TAITE has the right to verify such authenticity (for example by contacting persons named in the documentation). In the event that BBI-TAITE deems documentation to be fraudulent the extension request will be refused and further disciplinary action may be taken in accordance with BBI-TAITE's *Code of Conduct*;
- m. All information pertaining to extension requests is to be treated as confidential and stored in a manner that is in accordance with the *Privacy and Personal Information Protection Act (1998)* and the *Health Records and Information Privacy Act (2002)*;
- n. Students will be notified of the outcome of their request for extension of time via the email address that they have registered on their student account with BBI-TAITE. It is the responsibility of the student to ensure that all personal details registered with BBI-TAITE are kept up-to-date at all times.

- o. The Student Administration Manager will notify the relevant Unit Coordinator at the time of approval of any extensions granted.

**Identification of at-risk students:**

- a. While all extension requests must be assessed individually and on their own merits, in the interest of promoting student welfare and identifying potentially at risk students, the Student Administration Manager must keep a record of all students who request extensions, for any reason;
- b. Students who consistently request (or attempt to request) extension of time without serious grounds for such extensions must be reported to the Associate Dean – Quality, Standards & Innovation for inclusion on the Students at Risk Register;
- c. Academic teaching staff are encouraged to promote consistent and appropriate study skills methods and time management throughout each teaching period and to direct any student whom they consider could benefit from study skills assistance to BBI-TAITE's study skills website and staff.

**Special consideration for at-risk students:**

- a. Students living with a disability, or acquires one during their students, or another at-risk profile, and who are registered with BBI-TAITE's Student Wellbeing and Engagement Officer, are eligible for up to a two week extension of time on assessments where the Student Wellbeing and Engagement Officer deems this to be necessary for the welfare of the student and their ability to successfully complete a unit;
- b. Students who are registered with BBI-TAITE's Student Wellbeing and Engagement Officer can elect to have their extension requests submitted to Student Administration Manager via that channel rather than submitting the request themselves;
- c. In the instance that BBI-TAITE's Student Wellbeing and Engagement Officer requests an extension on behalf of a student they must receive permission from the student, in writing, to share any pertinent confidential information with the Student Administration Manager and/or Associate Dean – Quality, Standards & Innovation;
- d. In the instance that BBI-TAITE's Student Wellbeing and Engagement Officer deems that a student has sufficient grounds for an extension (of any length), and that confidentiality in the matter is of concern to the student, they have the authority to request such an extension from the Student Administration Manager and/or Associate Dean – Quality, Standards & Innovation on the student's behalf without further explanation;
- e. In such an instance as described in d. above, it is the responsibility of the Student Wellbeing and Engagement Officer to collect, authenticate, and maintain a record of any and all documentation pertinent to the request;

- f. Where BBI-TAITE's Student Wellbeing and Engagement Officer requests an extension of time on behalf of a student, with or without explanation, it is incumbent upon the Student Administration Manager or Associate Dean – Quality, Standards & Innovation to grant this request;
- g. In the instance that BBI-TAITE's Student Wellbeing and Engagement Officer has requested an extension on behalf of a student that extends past the final date for submission of grades for that Trimester it is the responsibility of the Student Wellbeing and Engagement Officer to notify the student that the formal release of their grades will be delayed until the publication of grades for the following Trimester.

### **Appeals:**

Students may appeal the decision regarding their request for extension of time within three working days of notification of the outcome of their application in accordance with BBI-TAITE's *Academic Grievance Policy*.

## **6. KEY RELATED DOCUMENTS**

- *Assessment Policy*
- *Student Welfare Policy*
- *Code of Conduct*
- *Academic Grievance Policy*

## **9 NOTES**

Contact Officer	Associate Dean – Quality, Standards & Innovation
Implementation Officer/s	Student Administration Manager, Associate Dean – Quality, Standards & Innovation
Approval Authority / Authorities	Academic Board/Executive Team
Date Approved	03/08/2017
Date of Commencement	27/11/2017
Date for Review	24 MONTHS FROM COMMENCEMENT
Amendment History	27/10/17 – amended to allow approval to be given by the Student Administration Manager and replace Academic Dean with Associate Dean – Quality, Standards & Innovation, new procedure to commence Trimester 2, 2018.
Key Stakeholders	Student Administration, Academic Staff, Students