

A11 – ASSESSMENT EXTENSION POLICY AND PROCEDURE



1. PURPOSE

This policy and procedure relate to the granting extensions to due dates for assessment tasks where a student requires special consideration due to misadventure or extenuating circumstances.

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 and procedure is designed to ensure fairness, integrity and equity in the consideration of students' circumstances in the submission of assessment tasks. It is to be read alongside *A9 Assessment Policy and Procedure*.

3. SCOPE

This policy and procedure applies to all academic staff and students of BBI-TAITE.

4. ASSESSMENT EXTENSION POLICY

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

4.1 Student Obligations

Students are required to complete all assessment tasks at an appropriate level and to meet all assessment due dates in order to satisfy course requirements.

Where students have been subject to misadventure or extenuating circumstances, they may apply for an extension to the due date of their assessment task.

In all cases students should notify their Unit Coordinator of circumstances which may adversely affect their completion of the assessment tasks to an appropriate standard.

4.2 Misadventure and Extenuating Circumstances

Misadventure or extenuating circumstances are beyond a student's control. They are significant in that they cause distress or disruption in the student's personal life. Misadventure and extenuating circumstances may include, but are not limited to:

- illness or injury of the student or a close family member for whom the student has a duty of care;
- death in the immediate family;
- unforeseen employment circumstances, for example, illness of a colleague for whom the student must cover a portion of their colleague's workload;
- natural disasters which directly impact the student, for example, fires or floods resulting in the student's or their immediate family's evacuation from their residence; and

- unavoidable and unforeseen commitments, for example, jury duty or duties associated with military service.

4.3 Eligibility for an extension

Students enrolled in a unit of study with BBI-TAITE are eligible to apply for an extension to one or more assessment tasks if circumstances arise that are out of their control. An extension may be granted in, but is not limited to, the circumstances listed under **4.2** above.

4.4 Extensions denied

Circumstances in which extensions will not be granted include:

- usual and ongoing work arrangements, for example, intermittent but expected work commitments such as sporting events, conferences, reporting periods, and end of year arrangements;
- usual and ongoing family commitments;
- failure of electronic systems and/or failure to adequately back up work; and
- failure to schedule adequate time for the completion of assessment tasks.

4.5 Application for an extension

Students must apply for an extension for an assessment task as soon as it becomes apparent that it may be necessary, but no later than the listed due date of the assessment task.

Failure to apply for an extension may result in the student incurring late submission penalties as listed in section 17 of BBI-TAITE's *Assessment Policy*.

5. ASSESSMENT EXTENSION PROCEDURE

Students may submit an application for extension by accessing the [Forms page on the Student Portal](#) and clicking on Assessment Extension. This form should be completed as soon as possible following the occurrence. Supporting documentation must be included with the application, for example, a medical certificate, death notice, statutory declaration, or a statement from the student's employer that employment conditions have changed suddenly and unexpectedly. The procedures for the granting of an extension to an assessment item are:

- a. extension requests must be made prior to the listed due date of the assessment task;
- b. the Registrar may grant an extension up to one week from the due date of the assessment task;
- c. extensions of more than one week can only be granted in extenuating circumstances;
- d. the Academic Dean may grant an extension for an assessment task for a period greater than one week;
- e. any extension that is likely to go beyond the one week period, or that is serious enough to warrant a lengthier extension, will be submitted by the Registrar to the Academic Dean for approval;
- f. under normal circumstances an extension that extends beyond the final date for the submission of marks in a Trimester will not be granted.
- g. the Registrar will inform students who have an extension past the final date for submission of grades in the Trimester of enrolment that the formal release of grades will be delayed until the grade release for the following Trimester;
- h. students are responsible for ensuring the authenticity of any documentation submitted in support of their extension request and BBI-TAITE retains the right to

verify such authenticity with the author of the documentation. If the documentation is found to be fraudulent appropriate action will be taken in accordance with the Institute's *C12 Code of Conduct – Student and Staff*;

- i. all information pertaining to extension requests will 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)*;
- j. students will be notified of the outcome of their extension request through their registered student email address; and
- k. the Registrar will notify the relevant Unit Coordinator of any extensions granted.

6. IDENTIFICATION OF AT-RISK STUDENTS:

BBI-TAITE will assess all extension requests on their own merits. The Registrar will keep a record of all students' extension requests identifying students who are potentially at risk:

- a. Students who consistently request an extension without grounds for seeking the extension will be brought to the attention of the Academic Dean for inclusion on the Students at Risk Register;
- b. Academic teaching staff are encouraged to promote consistent and appropriate study skills, methods, and time management and to direct any student who they consider could benefit from study skills assistance to the Academic Dean.

7. APPEALS

Students may appeal, in accordance with the Institute's *A5 – Academic Grievance Policy*, request for extension decisions within 21 days of the date of notification of the outcome of their application.

8 RELAXING PROVISION

To provide for exceptional circumstances, the Academic Dean may relax any provision of this procedure and report these decisions to the next meeting of the Academic Board.

9 KEY RELATED DOCUMENTS

- *A9 – Assessment Policy and Procedure*
- *C12 – Code of Conduct – Student and Staff*
- *A5 – Academic Grievance Policy and Procedure*
- *S4 – Students at Risk Policy and Procedure*

8 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Registrar
Approval Authority / Authorities	Academic Board/Executive Team
Date Approved	
Date of Commencement	
Date for Review	24 MONTHS FROM COMMENCEMENT
Amendment History	<p>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.</p> <p>13/05/2020 – Amended to reduce duplication, to clarify wording, and to bring wording to plain and simple English</p>
Key Stakeholders	<p>Academic Board Academic Board Standing Committee Assessment Review Committee Academic Dean Registrar Academic Staff Students</p>