

# AC-A11 ASSESSMENT EXTENSION POLICY AND PROCEDURE

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## 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 [AC-A9 Assessment Policy and Procedure](#).

## 3 SCOPE

This policy and procedure apply to all academic staff and students of the Institute.

## 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*

if circumstances arise that are out of their control, students enrolled in a unit of study with the Institute are eligible to apply for an extension to one or more assessment tasks. An extension may be granted in, but is not limited to, the following circumstances:

#### 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.
- late enrolments (unless extenuating circumstances apply)

#### 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 selecting 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 due date 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 Associate Dean (Academic) 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 Associate Dean (Academic) for approval;
- f. under normal circumstances an extension beyond the final date for the submission of marks in a Trimester will not be granted;

- g. the Registrar will inform students with an approved extension past the grade submission date for the Trimester of enrolment that the release of their grades will be delayed until the grade release of the following Trimester;
- h. students are responsible for ensuring the authenticity of any documentation submitted in support of their extension request – the Institute retains the right to verify documentation with the author of that documentation. If the documentation is found to be fraudulent appropriate action will be taken in accordance with the Institute’s [AC-C12 Code of Conduct Policy and Procedure](#);
- i. all information pertaining to extension requests will be treated as confidential and stored 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 approved extensions.

## **6. IDENTIFICATION OF AT-RISK STUDENTS:**

The Institute 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 Associate Dean (Academic) for inclusion on the *Students at Risk Register*;
- b. Academic teaching staff are encouraged to promote consistent study skills, methods, and time management, and to direct any student who they consider could benefit from study skills assistance to the Associate Dean (Academic).

## **7. APPEALS**

Students may appeal a request for extension decision in accordance with the Institute’s [AC-A5 – Academic Complaints Policy and Procedure](#) Section 6.3, within 21 days of the date of notification of the outcome of their application.

## **8 RELAXING PROVISION**

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

## **9 KEY RELATED DOCUMENTS**

- *AC-A9 Assessment Policy and Procedure*
- *AC-C12 Code of Conduct Policy and Procedure*
- *AC-A5 Academic Complaints Policy and Procedure*
- *S4 Students at Risk Policy and Procedure*

## 8 NOTES

Contact Officer	Associate Dean (Academic)
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 Associate Dean (Academic) with Associate Dean – Quality, Standards &amp; 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> <p>01/07/2021 – Change the code of policy from A11 to AC-A11 to reflect that is an Academic Policy, and update policy codes within this policy document; delete references to Academic Dean and replace with Associate Dean (Academic).</p>
Key Stakeholders	<p>Academic Board  Academic Board Standing Committee  Assessment Review Committee  Associate Dean (Academic)  Registrar  Academic Staff  Students</p>