

## 6.2 Procedure for Extensions of Deadlines for the Submission of Assessed Work and Late Submission Penalties

### 6.2.1 Objectives

- To outline the principles governing extensions of deadlines on the submission of assessed work
- To outline the procedure for a learner to apply for an extension of a deadline for the submission of assessed work
- To outline the authorisation process for extensions on the submission of assessed work
- To outline the penalties associated with the late submission of assessed work without an extension of the submission deadline
- To indicate the information to be provided to learners regarding late submission penalties at the outset of the academic year.

### 6.2.2 Scope

This procedure applies to extensions of deadlines on the submission of assessed work and late submission penalties for undergraduate and postgraduate academic programmes.

### 6.2.3 Responsibility for Implementation

Learner

- If required, applies for an extension normally at least one week prior to the deadline using the appropriate application form
- Attaches relevant documentation to extension request form and submits it to the Programme Administrator

Programme Director

- Determines whether or not to grant an extension
- Communicates decision to learner and lecturer
- Ensures that late submission penalties are communicated to learners

Programme Committee

- In respect of modules delivered in association with another faculty, determines late submission penalties

### 6.2.4 Key Principles Governing the Granting of Extensions

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- i. The following principles should be considered when reviewing an application for an extension on the submission of assessed work:
- ii. Time management and the observance of deadlines are key skills which should be fostered in learners
- iii. The imposition of a time restraint on the submission of assessed work has a direct bearing on the nature of the assessment, the individual workloads of learners and staff and the operation of review and examination boards
- iv. The granting of an extension is a mechanism to support a learner who, through no fault of their own, is experiencing difficulties in completing their assessed work on time. This policy is intended to address circumstances, which impact directly and negatively on a learner's academic performance. This policy is not intended to provide compensation for all challenging and difficult circumstances a learner may experience.
- v. An extension should only be granted where this does not affect the inclusion of the assessed work at the appropriate examination board
- vi. The period of an extension granted to one learner should not normally extend beyond the date of the return of corrected coursework to another learner
- vii. The procedure for granting extensions should be sensitive to a learner's circumstances but should be sufficiently robust to avoid abuse or inconsistent application.

### 6.2.5 Grounds for an Application for an Extension

In light of the principles outlined above, the following must be considered reasonable grounds for an application for an extension on the submission of assessed work:

- i. **Illness:** A serious or incapacitating injury, illness, or medical condition (or a sudden, marked deterioration in an on-going or longer-term condition), or an emergency procedure. Applications on these grounds should normally be supported by current medical documentation.
- ii. **Bereavement:** Applications on the grounds of bereavement may be granted at the discretion of the Faculty
- iii. **Extenuating Circumstances:** Applications on the grounds of extenuating circumstances include the following:
- iv. Where a learner's ability to submit their assessed work within the appropriate timeframe has been diminished due to a serious unexpected disruption of the learner's personal life, they may be granted an extension.
- v. Where a learner's ability to submit their assessed work within the appropriate timeframe has been diminished due to an escalation in ongoing work commitments - normally as evidenced by written support from their employer - they may be granted an extension.

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- vi. Where a learner's ability to submit their assessed work within the appropriate timeframe has been diminished due to jury duty - normally as evidenced by written support from the court authorities - they may be granted an extension.

### 6.2.6 Circumstances which are not ordinarily considered as grounds for extension include, but are not limited to:

- i. Minor illnesses or ailments
- ii. Poor management of time (including events which could have been anticipated and/or planned otherwise) or misunderstanding of deadlines or dates
- iii. Choices and preferences in personal life (e.g. attending a wedding, holidays)
- iv. Failure of computer or other equipment being used to produce assessed work, including a failure to backup work or save files
- v. Multiple deadlines within a short period
- vi. Circumstances without appropriate, independent supporting evidence

### 6.2.7 Applying for an Extension

A learner can apply for an extension on the submission of their assessed work normally up to one week prior to the submission date. Applications received after this time should be considered in terms of their merit and the nature of the circumstances (See section 6.4.4 and 6.4.5). Applications for extension submitted on or after the due date of the assessed work will only be considered in exceptional circumstances.

Learners should be aware that there is no automatic entitlement to an extension and, should an extension not be granted, they will be subject to the faculty's late submission penalties if they do not submit their assessed work on time

An application should normally be made on the appropriate [Application for Extension on Deadline for Submission of Assessed Work](#), which is available from the Faculty Office and on the Virtual Learning Environment (VLE).

Having completed the application form the learner must attach any supporting documentation relevant to their application and submit it for consideration to the Programme Director via the Programme Administrator.

### 6.2.8 Authorisation for Granting an Extension

Authorisation for granting an extension rests with the Programme Director. The Programme Director may refuse to grant an extension on a number of grounds, including:

- i. If they believe the grounds for the extension are unsubstantiated
- ii. If they believe an extension would adversely affect the learner's workload in the context of the programme as a whole

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- iii. If the lecturer delivering the module has provided good reason for not granting the extension
- iv. If the granting of the extension would undermine one or more of the principles cited in section 6.4.4 above

The Programme Director should communicate their decision to the learner and the lecturer, normally within two days of receiving the extension application form and record their decision on the form.

### 6.2.9 Appeals

A Learner wishing to appeal the outcome of their application may do so by invoking the appeals procedure (QAE15).

Please note that due to the time restrictions involved in the submission of assessments a learner can normally only appeal the outcome of their application if they requested the extension at least one week before the submission date and if they appeal, in writing, to the Quality Assurance and Enhancement Officer within one working day of having their application refused.

### 6.2.10 Late Submission of Assessed Work (without an extension of the submission deadline granted)

- i. A learner who submits a piece of assessed work after the submission date, without having been granted an extension, will be subject to a late penalty.
- ii. The extent of the penalty and the administrative arrangements for imposing this penalty is managed by each Faculty individually.
- iii. At the outset of the academic year, Programme Committees must determine the late submission penalties associated with modules delivered in conjunction with another Faculty. In this case, penalties imposed on learners must not differ, regardless of the faculty of origin.
- iv. Late submission penalties must be appropriate to a given module's learning outcomes.
- v. Each Faculty must ensure that its arrangements for dealing with late submissions are clearly identified in its programme handbook.
- vi. Each Faculty must ensure that, at the outset of a programme of study, the learner is made aware of:
  - vii. The Faculty's assessment submission arrangements
  - viii. The penalty which is applied to a late submission and any variations on this penalty for specific assessment components
  - ix. Whether or not weekend days are included when calculating the number of days, a submission is late
  - x. Exactly when a submission is considered "late" i.e. 5pm, 12am etc.