



## Procedure for Requesting an Extension to a Coursework Deadline

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## 1. Purpose

This procedure supports Atlantic Technological University's (ATU) *AQAE005 Marks and Standards Policy*, which sets out the policy for recording, aggregating and ratifying student performances in each academic year. The Marks and Standards Policy is used to determine student academic standing, eligibility for progression, eligibility for an award, and award classification.

This procedure provides detail on how a student can make an application for an extension to a deadline for coursework assessments due to circumstances that have impaired their ability to submit coursework on time.

It also provides detail on the how the outcome of a deadline extension application is communicated to the student and outlines the penalties that will be applied in the case of late submission of coursework (where an extension was not requested or not approved) or where the work was submitted after an approved extended deadline.

## 2. Scope

This procedure applies to any student who wishes to apply for a short extension to a deadline for any type of coursework submission if they have encountered temporary difficulties during the academic year which prevents them from completing and submitting the coursework by the original deadline.

This procedure does not apply to a student who is unable to complete their final examination or an entire coursework component in advance of the the final date for submission of all results to the *Student Record System (SRS)*, instead, students should refer to *AQAE032 Procedure for Requesting Deferral of Modules and Programmes*, which outlines the process for applying for a deferral.

This procedure does not apply to a student who has already taken a final examination and / or submitted a component of the coursework assessment and wishes to inform the University about circumstances that may have affected or impaired their performance in these examinations or assessments. Instead, students should refer to *AQAE031 Procedure for Highlighting Impaired Performance*.

## 3. Reference Documents

No external reference documents applicable.

## 4. Procedure

### 4.1 Introduction

We understand that a student may on occasion, be faced with an unexpected event or other extenuating circumstances over which they have no control, which has had a temporary and relatively short-term, but significant, effect on their ability to submit coursework on time *i.e.* by the original deadline specified by their Internal Examiner (Lecturer) or Tutor.

An Internal Examiner may grant an extension to the entire class or a group within a class, without the need for individual applications having due regard to the Assessment Plan and the impact on other deadlines.

### 4.2 Impaired Circumstance

Impaired circumstances are temporary events or difficulties that may prevent a student from meeting the original deadline. In these circumstances the student may wish to apply for a short extension. It is very important that the student engages with their Lecturer at the earliest possible opportunity when such circumstances arise. The Lecturer will be able to advise the student as to the most appropriate action *i.e.* whether an extension or a deferral is most suitable.

4.2.1 The grounds for allowing an extension to a deadline are:

1. Bereavement of a close family member or friend.
2. Accident or injury.
3. Certified or uncertified medical illness.
4. Family circumstances, caring responsibilities, financial hardship, and exceptional work commitments.
5. Significant religious / cultural circumstances.
6. Other sudden unavoidable personal circumstances.

4.2.2 Impaired circumstances does not arise as a result of:

- personal culpability,
- ordinary work commitments,
- issues around time management such as having more than one assignment to submit on the same date,
- transport difficulties,
- lack of knowledge of requirements of academic work,
- scheduled change of address,

- demands of sport, clubs and societies or extra-curricular activities (other than to represent one's ATU club, county, or country in a national or international context),
- recreational activities or travel or planned event such as weddings.

A request for an extension to a deadline should be accompanied by documentary evidence, where applicable.

4.2.3 Examples of acceptable documentary evidence include,

- a medical doctor's certificate,
- a letter from the University medical unit or counselling service and / or from any person qualified to provide expert opinion in the circumstance, (in sensitive cases, the University can confirm circumstances through the ATU Counselling or Disability Services),
- proof of medical appointment or hospital stay,
- a death notice, or a link to death notice,
- a signed letter from an employer on headed paper or confirmation of travel on behalf of the employer or
- other documentary evidence.

#### **4.3 How to Apply for an Extension to a Deadline for Coursework Assessment**

4.3.1 The student may request an extension to the original submission deadline. The standard extension, if approved, is 7 days (one calendar week) after the original deadline.

4.3.2 The student is responsible for applying for an extension to a deadline. It is recommended that any extension request should be made 3 days prior to the original deadline, but no later than the deadline itself.

4.3.3 The student must complete *AQAE031\_001 Application for Deadline Extension Form* on-line through the student hub of the ATU Student Hub. The student must provide:

- Student Name and Student Number,
- Department, Programme and Stage,
- Module details,
- Lecturer / Tutor / Module Leader name,
- Details of the reason for the extension request,
- Original deadline of the coursework assessment and,
- An upload of any documentary evidence to support the application.

- 4.3.4 The student is advised to keep a record of the application form and all documentation submitted.
- 4.3.5 The application is forwarded to the Lecturer who will review the application. An extension may only be granted based on the grounds listed in section 4.2.

#### **4.4 Evaluation and Outcome of Application for an Extension**

- 4.4.1 The Lecturer will review the application prior to the original deadline. The Lecturer shall consider the request in a fair and reasonable manner, having due regard to the time already allocated for preparation of the coursework assessment, the nature and the weighting of the assessment, the release of results to other students, the impact of an extension on the module and the reason for the request. The lecturer may use their discretion in regard to the evidence submitted to support the application. They may consult with colleagues if they feel this is required.
- 4.4.2 When a student presents clear documentary evidence of long-term impaired circumstance, a longer extension than one week may be granted. This extension will be determined by the Lecturer and must be set to no later than the final date for submitting all results to the SRS for that examination session. If such a longer extension is requested, the Lecturer may need to consult with the other members of the Programme Board prior to granting the extension.
- 4.4.3 The application may be approved or not approved. If the extension request is approved, the student will receive an automated email advising them of the approval and the new extended submission date. If the extension request is not approved, the student will receive an automated email advising them of the outcome and the reason for the refusal.
- 4.4.4 If a student cannot complete the coursework by the proposed new deadline, they may apply for a module deferral and submit the work at the next available examination opportunity, or the student may decide to submit the partially complete work for assessment.
- 4.4.5 Occasionally a student may approach a Lecturer and make a verbal request for an extension due to sudden circumstances that have arisen. A Lecturer has the discretion to verbally grant an informal short extension of three calendar days maximum based on a verbal request if they feel the circumstances are genuine and unavoidable without the need to complete a formal application. The lecturer should confirm the granting of an informal short extension by email to the student concerned, however a formal application by the student is always the preferred option.

4.4.6 The AQAE031\_001 *Application for Deadline Extension Form* may also be used to notify a Lecturer about any issue that caused a student to miss the original deadline. This may prevent a student from incurring late penalties. This is at the discretion of the Lecturer and is not an automatic entitlement.

4.4.7 The Faculty will have a record of all applications for extension to deadlines and the outcome.

4.4.8 The student is advised to attach a copy (paper or electronic as applicable) to the coursework submission as a reminder to the Lecturer of the approved extension.

#### 4.5 **Penalty for Late Submission of Coursework**

4.5.1 If coursework is submitted after the original deadline and an extension was not requested or not approved, the awarded grade will be subject to a late submission penalty.

4.5.2 The penalty is applied to the grade awarded. The standard penalty to be applied must be within a range from 3% (minimum) to 5%(maximum) for each calendar day the submission is late.

4.5.3 The recommended default penalty is 5%, however Programme Boards have the authority to set an alternative penalty i.e. 3% or 4% within the standard penalty range across a programme. This must be approved by the Programme Board and clearly communicated to students in advance on the commencement of teaching.

##### 4.5.4 Worked Example

An assessment was due Monday but was submitted the following Thursday with an indicated penalty of 5% per calendar day for late submissions.

The assessment was marked as normal, and the grade awarded was 65%.

The penalty for 3 days late is  $3 \times 5\% = -15\%$  penalty *i.e.* the student retains 85% of the grade awarded.

85% = grade multiplier of 0.85

Final Awarded Mark with Penalty Applied =  $65\% \times 0.85 = 55.3\%$

The grade multiplier for 1 day late would be 0.95

The grade multiplier for 2 days late would be 0.90 etc.

- 4.5.5 Any coursework assessment submitted after the final date for submission of all results to the SRS for that session should not be marked or presented by an Internal Examiner for consideration at the Examination Board meeting for that session. The work can be accepted but the marks can only be considered at the next Examination Board meeting as a repeat sitting of the module. In this case the late penalty is not applied.
- 4.5.6 This penalty must be applied consistently across all programmes in the ATU and cannot be replaced by otherwise calculated penalties, unless by prior approval of the Academic Council of a special regulation in the Approved Programme Schedule. All existing penalties previously in existence are superseded from the effective date of this procedure.

#### 4.6 Appeal

The procedure for a student to appeal the granting or refusal of a deadline extension or appeal any final decision of the Examination Board is outlined in *AQAE033 Procedure for Recheck, Review or Appeal*.

### 5. Documents Related to this Procedure

*AQAE031\_001 Application for Deadline Extension Form*

*AQAE005 Marks and Standards Policy*

*AQAE026 Procedure for Highlighting Impaired Performance*

*AQAE032 Procedure for Requesting a Deferral of a Module or Programme*

*AQAE033 Procedure for Recheck, Review or Appeal*

### 6. Measurement of Effectiveness of this Procedure

A summary report of anonymised data relating to this procedure will be provided to a committee of Academic Council for consideration annually.

### 7. Revision History

Revision No	Description of Change	Approval Date
000	Approved by Academic Standards and Policy Committee of Academic Council	8 October 2024