



Procedure Title: Application for extension of continuous assessment deadline(s).

Written By:

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Approved By:

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1. Purpose

It is understood that a student may, on occasion, be unable to submit assigned work by the due date, due to illness, bereavement or other unplanned event. A student may then apply for an extension of time to submit his/her work, normally for one week only, or by a date specified by the relevant lecturer. If an approved extension is not obtained, late work will be subject to a penalty (5% per working day).

2. Scope

All students and academic staff of the Institute.

3. Reference Documents

Section B5.2 of Marks and Standards (Continuous Assessment Marks).

Procedure Description

Deadline extension requests must only be made on the Assignment Deadline Extension Request form (Appendix 1 of this procedure).

The form may be used for written assessments only. Extensions for in-class oral presentations or other types of assessment must be negotiated with the relevant lecturer. On completion, the form must be taken to the lecturer. Only the lecturer has the authority to approve and sign the form. Once completed, a copy of the form must be securely attached to the front of the assignment. The assignment must be submitted, normally no later than one week after the due date, or by a date specified by the lecturer.

Any extension request must be made no later than four days prior to the due date.

An extension may only be granted on the following grounds:

1. Health – medical certificate required
2. Unforeseen external work commitments – letter from employer required
3. Other – family circumstances, personal circumstances, significant religious/cultural circumstances and financial hardship

An extension will NOT be granted for: ordinary work commitments; disk, printer or computer failure; 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 anticipated changes of address, moving house etc; demands of sport, clubs and societies or extra-curricular activities (other than to represent one's club, county or country in a national or international context); recreational travel; planned events such as weddings.

Appeals Procedure: A student may appeal in writing to the Head of Department a decision to refuse an extension. An appeal must be made within five days of the extension refusal decision, and it must outline the reasons for the appeal.

4. Records Generated by this Procedure and their location

The original application form, with lecturer's decision recorded on it is retained by the lecturer.

5. Revision History

Rev No	Description of Change	Issue Date	Status
0	Approved at Academic Council	16/09/2014	----

Appendix 1: Assignment Deadline Extension Request Form

Please print out and complete **all sections** of this form and submit it in person to your lecturer no later than **four days** before the assignment submission date. You must attach a copy of the signed form to the front of your assignment before you place it in the assignment box.

1. Your personal details: Your student ID number _____

Your name: _____

2. Your contact details: Mobile phone number: _____

Email address: _____

3. Details of assignment

Year of study: _____

Module title: _____

Module tutor: _____

Assignment due date: _____

Reason for request: _____

I declare that ALL of the information provided above is TRUE and CORRECT

Student signature

Date of application

FOR LECTURER USE ONLY

Extension approved/declined – Brief reason

Revised due date (if approved)

Date of decision

Signature of LECTURER