

Procedure Title: Application of Extension of CA Deadlines Procedure

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| Area Code: | EXAM |
| Change Author: | Breda McTaggart, Head of Department of Social Sciences Aodhmar Cadogan, Lecturer Life Science |
| Head of Function responsible: | Colin McLean , Registrar |
| Approving Authority: | Registrar and Academic Council. |

1. Purpose of Document

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. The purpose of this document is to outline how to request an extension to a continuous assessment (CA) submission date.

2. Scope

This procedure applies to all continuous assessment submissions for full time and on line students.

3. Reference Documents

Not Applicable

4. Procedure**4.1 Introduction**

A student may 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. Extensions for in-class oral presentations or other types of assessment must be negotiated with the relevant lecturer. Extensions for written assessments may be made using the Form below.

An extension will NOT be granted for: ordinary work commitments; network, 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.

4.2 Application for Extension

Complete the Assignment Deadline Extension Request form EXAM030_001. 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 or Student Health Service letter
2. Unforeseen external work commitments – letter from
3. Other – family circumstances, personal circumstances, significant religious/cultural circumstances and financial hardship

4.3 Full time students

On completion, the form must be handed to the lecturer. Only the lecturer has the authority to approve and sign the form.

Once approved, 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. The original is kept by the lecturer until the end of the normal continuous assessment retention schedule

4.4 On line Students

On completion, the form must be emailed to the lecturer. Only the lecturer has the authority to approve and sign the form. Once approved the lecture can email the student advising them of the approval and the new submission date or the refusal and the reason why.

The assignment must be submitted, normally no later than one week after the due date, or by a date specified by the lecturer. The lecturer can maintain the paper copy or the electronic copy of the form until the end of the normal continuous assessment retention schedule.

4.5 Refusal of Extension

If an approved extension is not obtained, late work will be subject to a penalty of 5% per working day.

Any assessment material submitted later than 20 days of the stated submission date must not be considered or presented by an academic staff member for consideration at an exam board meeting.

4.6 Appeals

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.

5. Records generated by this Policy

The original extension application form, with a record of the lecturer's decision is retained by the lecturer. For assignment submitted on paper the applications is retained with the CA submission.

6. Measurement of Effectiveness of this procedure

Not Applicable.

7. Revision History

| Revision No | Description of Change | Issue Date | Status |
|-------------|--|------------|------------------------------|
| 000 | New Procedure | 06/09/2014 | Approved by Academic Council |
| 001 | Include consideration for on line students and inclusion of student health service letter. | 13/6/2019 | Approved by Academic Council |