

**Application of Extension of CA Deadlines Procedure**

<b>Area Code:</b>	EXAM
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<b>Head of Function responsible:</b>	Michele Glacken VP Academic Affairs and Registrar
<b>Approving Authority:</b>	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 and the treatment of late submissions where an extension was not requested or not approved.

**2. Scope**

This procedure applies to all continuous assessment submissions for all students across all schools.

**3. Reference Documents**

Not Applicable

**4. Procedure****4.1 Introduction**

A student may apply for an extension of time to submit his/her work. The assignment must be submitted, normally no later than one week after the due date, or in certified extenuating circumstances, in agreement with the lecturer and the head of department, by a date specified by the lecturer but no later than the last date of the examination session as per the academic calendar.

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 employer required
3. Other – family circumstances, personal circumstances, significant religious/cultural circumstances and financial hardship

#### **4.3 All 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 lecturer can maintain the paper copy or the electronic copy of the form until the end of the normal continuous assessment retention schedule.

A copy of the approved form must be securely attached to the front of the assignment for hard copy submissions.

#### **4.4 Refusal of Extension**

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

The material will be marked as normal. Then for example where the mark is 63%, but the submission was three days late, the result is reduced by  $(3 \times 5\%) = (63\% \times 0.85 = 53.55\%)$

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

#### 4.5 Appeals

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

If the appeal is successful, the Head of Department shall provide, in writing, the rationale for approving the extension to the lecturer.

If the appeal is refused, the Head of Department shall provide, in writing, the rationale for the refusal of the extension to the student and the lecturer.

#### 4.6 Recourse to the Ombudsman

If a student feels that they have been unfairly treated or are not satisfied with the decision/outcome, it is open to them to contact the Office of the Ombudsman. By law, the Ombudsman can investigate complaints about any of the administrative actions or procedures of the institute as well as delays or inactions in the candidate's dealings with the institute.

The Ombudsman is fair, independent, and free to use.

The Ombudsman will ask you for details of your complaint and a copy of the appeal response.

The best way to contact the Ombudsman is by:

- **Clicking on the 'Make A Complaint' link at [www.ombudsman.ie](http://www.ombudsman.ie)**
- Or writing to: Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02 W773
- Or calling the Ombudsman on 01 636 5600 if you have any queries or if you need help making your complaint.

#### 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 assignments submitted on paper the application 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
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000	New Procedure	06/09/2014	Approved by Academic Council
001	Include consideration for online students and inclusion of student health service letter.	13/6/2019	Approved by Academic Council
002	Inclusion of example for under section 4.5 Reference to Ombudsman and more Appeal information.	4/6/2021	Approved by Academic Council
003	Change to address of Ombudsman.	30/06/2021	Approved by VP Academic Affairs and Registrar 29/06/2021