

# Authorised extension to assessment deadline

## Authorised extension to assessment deadline policy

### 1. PURPOSE OF POLICY

The purpose of this policy is to ensure that;

- 1.1 a fair, consistent and confidential process is applied to consideration of all claims for authorised extensions to assessment deadlines
- 1.2 the process for claiming authorised extensions to assessment deadlines, and the situations for which extensions may be authorised, are clearly described for students and staff
- 1.3 there is a shared understanding of the types of situation in which extensions to assessment deadlines may be authorised

### 2. SCOPE

- 2.1 All higher education programmes at Malta ICOM Educational are within the scope of this policy.
- 2.2 The process, responsibilities and circumstances in which extensions to assessment deadlines may be authorised are expressed in this policy.
- 2.3 A student may claim an authorised extension to an assessment deadline if they are aware in advance of the assessment deadline that they are temporarily unable to participate in their programme, submit assessments, or attend examinations. In this context assessment is taken to mean any work for assessment, for example coursework, assignments, projects and practical assessments. The following are examples of circumstances under which an authorised extension may be claimed;
  - Bereavement in the family e.g. close relative, spouse or partner
  - Serious sudden illness, sudden worsening of a chronic illness or accident
  - Employer demands (part-time students only) e.g. short-term increase or change in work pattern
  - Other exceptional circumstances which inhibit attendance or submission e.g. military service, civil unrest
- 2.4 Circumstances that inhibit a student from participation and/or submission of an assessment, in which the student could not reasonably be expected to be aware in advance of those circumstances, are outside the scope of this policy.

### 3. PROCEDURE

#### Roles, responsibilities and procedure

#### 3.1 Students:

Responsible for making the authorised extensions to assessment deadlines claim, demonstrating the circumstances are appropriate and providing proof in the form of the necessary evidence to support the

claim.

### 3.2 **Quality Manager:**

Responsible for;

- Supporting the effective management of authorised extensions to assessment deadlines.
- Providing staff development on this policy and the roles within it.
- Responsible, in the absence of the Dean, for advising and making judgements about authorised extensions to assessment deadlines claims which cannot be authorised by Programme Coordinators as described below.

### 3.3 **Dean**

Responsible for advising and making judgements about authorised extensions to assessment deadlines claims which cannot be authorised by Programme Coordinators as described below. Judgements will be made with reference to precedents set in earlier cases of agreed extensions and extenuating circumstances.

### 3.4 **Administrator:**

Responsible for;

- Receipt of the authorised extension to assessment deadline claim and outcome form from programme coordinators.
- Recording the authorised extension to assessment deadline claims for all programmes.
- Making available the record of authorised extensions to assessment deadlines for scrutiny at the assessment boards and examination boards.

### 3.5 **Module Leader :**

Responsible for;

- Ensuring students are aware of the availability and scope of the authorised extensions to assessment deadlines procedure.
- Granting, within the scope of this policy, an authorised extension to an assessment deadline for a claimant.
- Completing the staff section of the authorised extension to assessment deadline claim form.
- Forwarding the completed authorised extension to assessment deadline claim form to the Academic Registrar within 2 working days of making their decision.
- Formally notifying the student of the outcome of their claim within 2 working days using the authorised extension to assessment claim form.
- Maintaining a record of authorised extension to assessment deadlines claims for each student.

### 3.6 **Tutors:**

Responsible for ensuring that, where authorised extensions to assessment deadlines may apply, local arrangements are not implemented, and students are advised to make claims for consideration by their Programme Coordinator.

## **Procedure**

### **Making the claim: Request for the consideration of authorised extensions to assessment deadlines in advance of an assessment deadline or an examination**

3.7 When a student becomes aware, in advance of an assessment deadline, of circumstances which may inhibit their fitness to sit an examination or submit an assessment, they may wish to claim for an authorised extension to their assessment deadline. In this context assessment should be taken to mean any work for assessment, for example coursework, assignments, projects and practical assessments.

3.8 Students should return their completed claim form for an authorised extension to their assessment

deadline together with the supporting evidence to the programme coordinator no less than two working days before the date of the assessment, attendance or submission.

- 3.9 Where, due to serious circumstances, a student may wish to make repeated claims these claims should be referred to the Dean for further consideration of appropriate adjustments. Module Leader s are permitted to authorise no more than one extension to assessment deadlines in any semester for any student.
- 3.10 In exceptional circumstances a third party may make a claim on behalf of a student, for example if illness precludes the student from participation in the process. In such a case the third party must provide contact details, information about their connection to the student, state the reasons the student is unable to make the claim and provide supporting evidence.
- 3.11 Examples of supporting evidence are as follows;
- Bereavement; a death certificate or a signed and dated letter from a medical practitioner.
  - Illness; medical certificate or a signed and dated letter from a medical practitioner giving the dates the student was affected and how this may impact upon the ability of the student to submit, attend or prepare for an assessment. This may include attendance for treatment and/or tests.
  - Accident or injury; a copy of an accident report provided by a police officer, or a signed and dated letter from a medical practitioner giving dates during which the student was affected.
  - Personal or family circumstances; a signed and dated letter giving dates during which the student was affected and information about whether the circumstances are continuing, from either a medical practitioner, or social worker, or registered psychological therapist, or professional in psychiatric practice, or police officer, giving their relationship with the student, position and qualifications contact details.
  - Employer demands part-time students in full-time employment only; signed and dated letter from their employer confirming the student has short term work pattern increase or change which is in conflict with previously agreed time for study, attendance at or preparation for an assessment.
  - Other exceptional circumstances; e.g. call-up papers for military service and evidence to show that the service cannot be deferred.
- 3.12 No claim may be made within the scope of this policy if the student has declared themselves 'fit to sit'. Malta ICOM Educational requires students to sign a declaration that they are fit to take the relevant assessment when submitting work for assessment and sitting examinations. Each examination or assessment submission form must contain a declaration to this effect. If a student is taken ill or is affected by unforeseen circumstances during or immediately prior to an assessment or examination but chooses to continue, they must advise the invigilator/assessor of their circumstances, whereupon the invigilator/assessor will endorse the fit to sit declaration and advise the Quality Manager.

### **Consideration of the claim**

- 3.13 On receipt of the authorised extension to their assessment deadline claim the Module Leader will consider the claim only if the student has provided appropriate evidence to support their request. Unsubstantiated claims will not be considered.
- 3.14 Module Leader s are permitted to authorise no more than one extension to assessment deadlines in any semester for any student. Only the Module Leader has the authority to make an adjustment to an individual deadline for a student. If the student is unable to contact the Module Leader they must contact the Quality Manager to seek advice and support.
- 3.15 The Module Leader will consider claims for authorised extensions to assessment deadlines in

confidence. All papers connected with the claim will be kept securely. Any evidence supplied by the student in support of the claim will be returned to the student as soon as practicably possible.

- 3.16 Authorised extensions to assessment deadlines will be made formally, be for a clearly specified number of days and be specific to individual assessments. Based on the information in the claim the Module Leader may confirm;
- the claim is valid and supported by evidence
  - the circumstances will, as claimed, impact adversely upon the capacity of the student to participate
  - the claim is invalid and/or unsupported appropriately by evidence
- 3.17 If the claim for authorised extension to assessment deadlines is considered by the Module Leader to require an adjustment which is different to that described above, or the circumstances for a student are such that more than one claim is made during a semester, the case should be forwarded to the Dean to enable further consideration to be given to appropriate adjustments.

#### **Communication of the decision of the outcome**

- 3.18 Where a claim is upheld the Module Leader will advise the student formally of the outcome, normally within 2 working days, using the agreed extensions claim form. A copy of the form will also be sent to the programme administrator within 2 working days.
- 3.19 Where a claim is not upheld, and/or does not meet the identified criteria, the Module Leader will advise the student formally of the outcome, normally within 2 working days, using the agreed extensions claim form to give a brief written explanation of the rationale for this decision. A copy of the form will also be sent to the Administrator.
- 3.20 **Appeals against the decision not to authorise an extension to an assessment deadline**  
Where a student considers their claim for an authorised extension to an assessment deadline has not been fairly or reasonably judged they may appeal against the decision using the Academic Appeals procedure.

#### **4. ASSOCIATED DOCUMENTS**

- Student guide to authorised extension to assessment deadline
- Authorised extension to assessment deadline claim form

## **Student Guide Authorised extension to an assessment deadline**

The College wants all students to pass their assessments at the first attempt and make good progress throughout their programme. Failure to complete or submit an assessment on time is usually penalised and a claim for an authorised extension to an assessment deadline is a request for recognition that serious circumstances have prevented you from meeting deadlines. However, we recognise that there may be some circumstances during your programme when you are unable to complete your assessments or participate fully. If you are aware of such situations in advance of an assessment deadline, and if the circumstances are serious and significant, you may wish to make a claim for an authorised extension to an assessment deadline. The College considers such requests seriously and thoroughly.

Only serious problems which will have had a significant impact on your performance will be considered valid. Examples of such circumstances are;

- Bereavement in the family e.g. close relative, spouse or partner
- Serious sudden illness, sudden worsening of a chronic illness or accident
- Employer demands (part-time students only) e.g. short-term increase or change in work pattern
- Other exceptional circumstances which inhibit attendance or submission e.g. military service, civil unrest

Serious long-term circumstances which have a significant effect on your ability to participate in your programme will generally be expected to lead to you requesting to suspend your studies or withdraw rather than claiming for an authorised extension to an assessment deadline. Similarly, an existing disability or learning difficulty cannot be considered as appropriate reason for an authorised extension to an assessment deadline. If you have a disability or learning difficulty this should be declared and an agreement secured identifying what additional help and or special arrangements the College can reasonably provide. You would normally be expected to declare an existing disability or learning difficulty during the admissions process, however it may not be too late in your programme to seek help for a learning disability or learning difficulty.

Difficulties and problems routinely experienced will not be considered as appropriate reasons for an authorised extension to an assessment deadline for example, computer problems, colds, sleepless nights, illness of a relative, or financial worries.

## **Making a claim for an authorised extension to an assessment deadline**

If you have been affected by serious circumstance and know, in advance of the deadline, these are going to affect your ability to participate or complete your assessments on time and you wish to make a claim complete an authorised extension to an assessment deadline claim form and submit this to your Module Leader .

When making a claim it is your responsibility to demonstrate the seriousness of the circumstances and provide the evidence to support the claim. The deadline for submission of the authorised extension to an assessment deadline claim form is 2 working days before the examination date or assessment submission date. Under exceptional circumstances late claims may be considered where explanation for late submission is included in the claim. Malta ICOM Educational operates a 'fit to sit' assessment policy. This means that if you sit an examination or submit an assignment on time you are declaring yourself fit to sit the assessment, therefore claims will not be accepted after the deadline.

If you wish to seek advice about completing the form or about whether to make an authorised extension to an assessment deadline claim, please discuss this with your programme coordinator or you can speak with the Quality Manager who will be able to assist you.

Only your Module Leader is authorised to extend an assessment deadline, you should not request an authorised extension to an assessment deadline from another member of staff. The Module Leader may only authorise one extension to an assessment deadline for each student during a semester. We recognise that serious circumstances may require you to make more than one claim during this period. If such a situation arises your claim will be referred for the consideration of the Dean.

When you complete the form, you should take care to record exactly which parts of your assessment will be affected and link these to the particular unit or module. You must clearly explain your situation detailing why the circumstances are serious and how they are likely to affect your ability to participate in your programme, attend your examination or submit the assessment. You will need to clearly relate the dates of the circumstances to the assessments and carefully link these to the reasons you give. You will also need to be able to provide evidence to support your case.

Examples of evidence expected to accompany claims are as follows;

- Bereavement; a death certificate or a signed and dated letter from a medical practitioner
- Illness; medical certificate or a signed and dated letter from a medical practitioner giving the dates the student was affected and how this may impact upon the ability of the student to submit, attend or prepare for an assessment. This may include attendance for treatment and/or tests.
- Accident or injury; a copy of an accident report provided by a police officer, or a signed and dated letter from a medical practitioner giving dates during which the student was affected.
- Personal or family circumstances; a signed and dated letter giving dates during which the student was affected and information about whether the circumstances are continuing, from either a medical practitioner, or social worker, or registered psychological therapist, or professional in psychiatric practice, or police officer, giving their relationship with the student, position and qualifications contact details.
- Employer demands part-time students in full-time employment only; signed and dated letter from their employer confirming the student has short-term work pattern increase or change which is in conflict with previously agreed time for study, attendance at or preparation for an assessment. Such circumstances could not have been reasonably foreseen by the employer or student.
- Other exceptional circumstances; e.g. call-up papers for military service and evidence to show that the service cannot be deferred.

Your submitted form will be judged, against the criteria above, by your Module Leader who will decide whether they consider your case to be valid and notify you using the bottom section of your completed claim form. You will normally be notified of the outcome within 2 working days.

The College will not consider the following as sufficient evidence of grounds for an authorised extension to an assessment deadline claim;

- Claims of a medical condition or medical circumstances without supporting medical evidence
- Self-certified medical circumstances or illness
- Medical circumstances for which the College have already made appropriate adjustments
- Long-term health conditions previously notified for which reasonable and appropriate adjustments to the learning programme and associated assessments have already been made and which has not been subject to change.

- Claims for recognition of a medical condition which is reliant upon evidence which does not state when the illness or condition occurred
- Any circumstances claimed as unforeseen which could reasonably be viewed as foreseeable or preventable
- Minor illness that would not normally lead to sick leave from employment
- Holidays, festivals and family celebrations including marriage
- Financial matters
- Computer, printer or network facility problems or failure to back up electronic documentation
- Failure on the part of the student to ascertain the deadlines, times and dates of assessments

## Authorised Extension to Assessment Deadline Claim Form

Please complete this form if you know in advance that illness or other circumstance is going to inhibit your academic performance or prevent you from attending an assessment or examination or meeting an assessment deadline.

All claims MUST be substantiated by original documentary evidence, e.g. medical certificate. All information submitted is confidential and will only be made available to the relevant parties. All claims MUST be submitted at least 2 working days before an affected course work/examination deadline.

Please complete all sections on pages 1 and 2 of this form.

| <b>Surname/Family name:</b>   |  |  | <b>Date:</b>   |                  |
|---|--|--|--|------------------|
| <b>First name (s):</b>  |  |  | <b>Your ID number:</b>   |                  |
| <b>Module Leader name:</b>  |  |  |  |                  |
|   |  |  |  |                  |
| <b>Aspects for agreed extensions are claimed</b>  |  |  |  |                  |
| Module code   | Module title and course work where appropriate | Part (s) affected insert code from list below* | For part (s) affected insert deadline dates in the respective columns below. |                  |
|   |  |  | Course work Deadline   | Examination date |
|   |  |  |  |                  |
|   |  |  |  |                  |
|   |  |  |  |                  |
|   |  |  |  |                  |
|   |  |  |  |                  |
| <b>Codes for entry into above 'Part(s) affected' section.</b>   |  |  |  |                  |
| Part affected   | 1  | Examination                                    | Unable to attend   |                  |
| Part affected   | 2  | Course work                                    | Unable to submit on time   |                  |
| Part affected   | 3  | All  | Unable to attend module  |                  |
| NB: Coursework includes dissertations, projects, presentations and in-module tests.   |  |  |  |                  |
|   |  |  |  |                  |
| Please complete the sections overleaf and return this form together with supporting evidence to your Module leader.   |  |  |  |                  |
|   |  |  |  |                  |
| Please give further details of your circumstances, including the dates for which you will be affected and the impact on your academic performance. You are reminded that claims cannot be accepted without original |  |  |  |                  |



|  |  |  |
|--|--|--|
| written documentary evidence. Please note that you should keep a copy of your claim form along with copies of any original documents you submit. |  |  |
| <b>Details of your claim</b>   | <b>Dates affected</b>  | <b>Module (s) affected</b>                       |
|  |  |  |
| <b>Primary contact address (e.g. term time)</b>  | <b>Address to which communication regarding this extenuating circumstances claim should be sent:</b> |  |
| <b>Postcode</b>  | <b>Postcode</b>  |  |
|  |  |  |
| <b>Student signature</b>   |  | <b>Date</b>                                      |
| If you require any support in completing this claim, please contact your Personal Tutor  |  |  |
| <b>STAFF USE ONLY</b>  |  |  |
| All sections below are to be completed by the Dean   |  |  |
| <b>Date claim received from student:</b>   | <b>Has the claim been supported by appropriate evidence?</b><br><br><b>Y/N</b>                       | <b>Date student advised of outcome of claim:</b> |

|  |                               |                          |
|--|-------------------------------|--------------------------|
| <b>If claim or parts of claim are not upheld, please give a brief description of the reason.</b> |                               |                          |
|  |                               |                          |
| <b>Where the authorised extension is agreed, or parts are agreed bullet point each part</b>      |                               |                          |
| <b>Part affected</b>   | <b>Number of days agreed:</b> | <b>Revised deadline:</b> |
|  |                               |                          |
| <b>Dean:</b>   | <b>Dean:</b>                  | <b>Date:</b>             |
|  |                               |                          |