



HE Policy

Authorised Extension to Assessment Deadline

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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; and
- 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 This policy applies only to those higher education programmes that are validated by Pearson (HNC/D) and the University of Surrey. Other higher education courses are subject to the regulations of the university which are detailed on the respective university website.
- 2.2 A student may claim an authorised extension to an assessment deadlines 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
- 2.3 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.
- 2.4 Students should be aware of the relationship between the authorised extensions and mitigating circumstances policies. A claim for mitigating circumstances in relation to an assessment or examination is NOT the same as a request for authorised extension for an assessment deadline. For the purposes of clarity the following guidance should be followed to distinguish between mitigating circumstances and authorised extensions.
 - A request for an authorised extension to a deadline would normally be submitted **before** an assessment deadline although there may be specific

circumstances where the student may not be able to submit the claim in advance.

- In submitting a request for an authorised extension the student must be clear that they will be able to submit within the proposed extension period which is capped at 10 working days.
- If the student believes that they are unable to submit the work by the proposed amended deadline they should submit a mitigating circumstances claim.

2.5 The penalties for submitting assessments late **WITHOUT** an authorised extension are listed below. **Under BTEC regulations¹ submitted work is assessed 'without penalty' in the first instance, the late submission is recorded and the student advised that the lateness of submission may have an impact on their grade.**

Up to 5 working days late	The work will be marked and the 'without penalty' grade recorded and capped at pass.
Over 5 working days late	The work will be marked and the 'without penalty' grade recorded; that element of assessment will be awarded zero marks.
Late resubmission for a reassessment	The work be marked and the 'without penalty' recorded. That element of assessment will be awarded zero marks.

3. PROCEDURE

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

- 3.1 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 submit a 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.
- 3.2 Students should return their completed claim for an authorised extension to their assessment deadline form together with the supporting evidence to the programme coordinator normally no later than two working days before the date of the assessment, attendance or submission.
- 3.3 Where, due to serious circumstances, a student may wish to make repeated claims these claims should be referred to the Director of Higher Education for further

¹ BTEC Centre Guide to Quality Assurance and Assessment 2018-19: Levels 4 to 7

consideration of appropriate adjustments. 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.

3.4 Examples of supporting evidence are as follows: -

- a. Bereavement; a death certificate or a signed and dated letter from a medical practitioner
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Other exceptional circumstances; e.g. call-up papers for military service and evidence to show that the service cannot be deferred.

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

- a. claims of a medical condition or medical circumstances without supporting medical evidence
- b. Self-certified medical circumstances or illness
- c. Medical circumstances for which the College have already made appropriate adjustments
- d. 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.
- e. Claims for recognition of a medical condition which is reliant upon evidence which does not state when the illness or condition occurred
- f. Any circumstances claimed as unforeseen which could reasonably be viewed as foreseeable or preventable
- g. Minor illness that would not normally lead to sick leave from employment
- h. Holidays, festivals and family celebrations including marriage

- i. Financial matters
- j. Computer, printer or network facility problems or failure to back up electronic documentation
- k. Failure on the part of the student to ascertain the deadlines, times and dates of assessments

3.6 No claim may be made within the scope of this policy if the student has declared themselves 'fit to sit'. The College 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, the invigilator/assessor will endorse the fit to sit declaration and advise the Academic Registrar.

4. CONSIDERATION OF THE CLAIM

- 4.1 On receipt of the authorised extension to their assessment deadline claim the programme coordinator will consider the claim only if the student has provided appropriate evidence to support their request. Unsubstantiated claims will not be considered.
- 4.2 Only the Programme Leader has the authority to make an adjustment to an individual deadline for a student. If the student is unable to contact the Programme Leader they should contact the Academic Registrar via the Quality Office to seek advice and support.
- 4.3 The Programme Leader will consider claims for authorised extensions to assessment deadlines in confidence. All papers connected with the claim will be kept securely. **All extensions granted by the Programme Leader must be recorded and made available at the Assessment/Examination Board and to the External Examiner (EE).**
- 4.4 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 Programme 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
- 4.5 **The Programme Coordinator has the authority to authorise an extension of not more than 10 working days**

5. Communication of the decision of the outcome

5.1 Where a claim is upheld the Programme Leader will advise the student formally of the outcome, normally within 5 working days, using the agreed extensions claim form. The claim form will be retained by the Programme Leader in the student file and must be available for inspection if required.

5.2 Where a claim is not upheld, and/or does not meet the identified criteria, the Programme Coordinator 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.

6. 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.

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.

Surname/Family name:		Date:		
First name (s):		Your ID number:		
Programme of study (including cohort):				
Programme Coordinator name:				
Aspects for agreed extensions are claimed				
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

Codes for entry into above 'Part(s) affected' section.

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 Programme Coordinator.

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.

Details of your claim	Dates affected	Module (s) affected

Primary contact address (e.g. term time)		Address to which communication regarding this extenuating circumstances claim should be sent:	
Postcode		Postcode	
Student signature			Date
If you require any support in completing this claim please contact your Programme Leader or the Academic Registrar			
STAFF USE ONLY			
All sections below are to be completed by the Programme Co-ordinator.			
Date claim received from student:	Has the claim been supported by appropriate evidence?	Date student advised of outcome of claim:	
	Y/N		
If claim or parts of claim are not upheld please give a brief description of the reason.			
Where the authorised extension is agreed, or parts are agreed bullet point each part			
Part affected	Number of days agreed:	Revised deadline:	
Programme Co-ordinator name:	Programme Co-ordinator signature:	Date:	

