

## 5.4.11 Extensions of Due Dates for the Submission of Written Materials

### Operating Policy and Procedures

#### 1. Policy

It is the policy of the Navitas College of Public Safety that students who are unable to submit work for assessment by the due date are given the opportunity to apply to submit the work at a later time, within prescribed parameters.

#### 2. Purpose

The purpose of this policy is to ensure that:

- the process is controlled and prescribed in order to discourage abuse or overuse by students and to assist in maintaining the efficient operation of the administration and marking of submitted work;
- students are provided with information regarding applying for extensions;
- students comply with College rules regarding applications for extensions;
- granting of extensions is applied fairly and consistently;
- applications are considered in a timely manner; and
- the outcomes are communicated to all concerned and recorded.

#### 3. Responsibility

The Subject Chair is responsible for compliance with this policy.

#### 4. Guidelines

4.1 Rules regarding extensions of due dates in general are published on the website.

4.2 Subject information concerning submission of written materials is made available to students at the beginning of each trimester and provides submission times, venues and dates, explains the procedure for applying for extensions, and the penalties incurred for late or non-submission.

4.3 Applications for extensions must be made using Form NF5106 – *Application for Extension* (available on the NCPS website), and lodged with the Subject Chair **prior to the due date of the written work.**

4.4 If a student's application is not submitted prior to the assessment due date and their situation indicates that they may be eligible for Special Consideration, the student should be advised of this option (refer to Policy 5.6.4 – *Special Consideration*).

4.5 An application may not be accepted if it is:

- submitted to persons other than the Subject Chair;
- submitted in an inappropriate format such as via the telephone or email;
- submitted without supporting documentation; or
- received after the due date

4.6 Extensions are considered by the Subject Chair immediately and in consultation, if necessary, with the Manager of Study Programs.

4.7 Each extension application is considered on its merits, but the Subject Chair will also take into consideration the student's prior history of requests for extensions.

4.8 Extensions will generally only be granted in circumstances such as illness, accident, bereavement or personal trauma.

4.9 Applications where possible, should include supporting documentation, such as a medical certificate.

- 4.10 Extensions will not be granted in cases of computer or printer problems, conflicting study or work commitments or because of poor time management.
- 4.11 If an Application is successful, and a new due date set, any other work due on the same date must still be submitted on time ie: a student cannot request an extension for another subject simply because the new due date for the first subject now conflicts with other work due.
- 4.12 If an extension is granted, the maximum extension of the due date which will be generally granted is one week for full-time students and two weeks for part-time students.
- 4.13 If the application for an extension is refused, and the student is unable to meet the submission deadline, the written work will be treated as a late submission.
- 4.13.1 *Late Submission* – A late submission occurs where a student fails to submit a written assessment task by the due date and time as specified and has not sought an extension or Special Consideration, or has sought an extension or Special Consideration but this has been refused (refer to Policy 5.6.4 – *Special Consideration*). A subject chair may refuse to accept a late submission. If the piece of assessment is accepted, it may be penalised by an incremental loss of marks, depending on the date submitted.
- 4.14 This policy applies to both written material submitted centrally to Student Administration and written material submitted directly to tutors/Subject Chairs, and applies to submission in both either hard copy and electronically.
- 4.15 Student Administration maintains records of all extension applications and outcomes.
- 4.16 At the meetings of the Board of Examiners and Higher Education Board following the conclusion of each trimester, the Boards are presented with extension statistics.
- 5. Procedures**
- 5.1 Due dates for the submission of written work are published in each subject guide at the beginning of each trimester
- 5.2 Any student wishing to apply for an extension must do so on the appropriate form - Form NF5106 - *Application for Extension*– which is available from the NCPS website.
- 5.3 This completed form and supporting documentation should be submitted to the subject chair prior to the due date of the work. The form should be lodged in person or mailed. Emailed forms may be accepted in exceptional circumstances.
- 5.4 Student Administration will complete the relevant Office Use Only sections on the form.
- 5.5 The Subject Chair must consider all applications immediately upon receipt, and will consult the subject Manager Study Programs if appropriate.
- 5.6 The Subject Chair will complete the relevant sections of the application form and return the form to the Student Administration Officer.
- 5.7 The outcome of the decision must be communicated to the student and, if the extension has been granted, the new due date.
- 5.8 The Subject Chair must take note of the date the written work will be submitted, or that the application has been refused.
- 5.9 If approved, the application must be kept by the Subject Chair until the written work is submitted.
- 5.10 Upon submission, the work will forwarded immediately to the Subject Chair
- 5.11 The original Application form must be filed in the student's file.
- 5.12 The request must be recorded in the Student database.
- 5.13 A record of all applications must be maintained electronically on the shared network drive (N drive) in the Student Administration folder, and in hard copy in the Extensions Applications folder.

*The detailed Operating Procedures that accompany this policy including the student management database procedures are kept on the shared network drive (N drive) in the Student Administration/Procedures folder, and in hard copy in the Procedures folder in the Student Administration Office.*

**6. Authority**

Authorised by the Dean / Head of College.

**7. Approval**

Approved by the Academic Council on 21 July 2011

**8. Amendments**

Date	Modified by	Sections amended/added	Approved by AC
7/12/07	Christine Ashton	All references to semesters replaced with trimester.	Minor change
22/05/09	Jodie Reeve	Logo changed	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change
21/7/11	Learning and Teaching Team	Shift of responsibility to Subject Chair rather than a Student Administration.	Medium Change