

Policy and Procedure

Reference:	SS7.1.1.00
Title:	Assessment Extensions, Exam Deferrals and Late Penalty Policy and Procedure (Foundation/TPP and VET Programs)
Custodian:	Academic Manager – Foundation Programs/Academic Manager – Foundation and VET Pathways
Reviewer:	Course Coordinators
Date Approved:	1 July 2022
Review Date:	1 July 2023
Audience:	UQ College Pathway Program Students (FP, TPP, VET)
Associated UQC and UQ Policies:	UQ College Student Integrity and Misconduct Policy and Procedure UQ College Complaints and Appeals Policy
Version:	1.0

Purpose and Scope

This policy details the following:

- Extensions to assessment tasks e.g. Exams (deferral), Assignments, Presentations, Practicals
- Late submission penalties

This policy applies to all students enrolled in:

- UQ College Foundation Program
- UQ College Tertiary Preparation Program
- UQ College VET Programs

Policy

1. Assessment Extension Requests

- a. Students are required to apply for an extension to a **non-exam assessment** (e.g., assignment, presentation, essay, report) prior to the submission due date and time.
- b. Students are required to apply for an **extension (deferral) to an exam** no later than **three working days** after the exam date

2. Grounds for approval

Requests for an assessment extension or deferral are approved or rejected based on grounds and/or supporting documentation provided by the student. A list of acceptable reasons and supporting evidence for extension requests can be found on the University of Queensland website at my.uq.edu.au/files/11502/evidence-assessment-extension-application.pdf

3. Penalty for Late Submission of Non-exam Assessment

- a. Where a non-exam assessment is completed or submitted after the due date and without an approved extension, a penalty of 1 grade-band or deduction of 10% (whichever is relevant for the assessment) is applicable for each 48-hour block after the due date
- b. For submissions which exceed the due date and time by 7 calendar days, a grade of 1 (0%) will be awarded for that assessment item. Feedback may be provided to the student

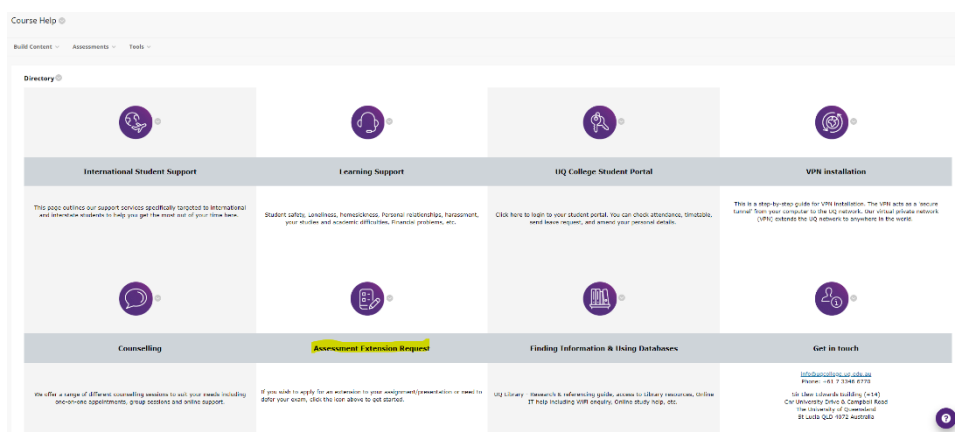
4. Penalty for Failing to Sit an Examination

If a student fails to sit an exam and does not apply for a deferral within three working days of the exam date, a grade of 1 (0%) will be awarded for that exam.

Procedure

Foundation Program (FP)/TPP Students

1. FP/TPP students are required to submit assessment extension requests (including supporting documentation) via the Blackboard Course Help menu (see below).



2. The Academic Management Team will be notified when an assessment extension request has been submitted.
3. An Academic Manager will process the request in consultation with the Course Coordinator and/or relevant teacher within two working days of receipt.
4. The outcome of the request will be communicated to the student via email and will detail
 - a. The reasons for the request being denied, or
 - b. The revised due date of the assessment according to the circumstances detailed in the student's request.

A second extension will not be permitted. If a student is once again unable to complete the assessment by the revised due date, a further extension will not be approved, and late penalties will apply as of the revised due date.

Cert IV ATP/Grad Cert PBS Students

1. Students in these programs are required to email extension requests directly to their teacher via email for approval or otherwise.
2. The outcome of the request will be communicated to the student via email and will detail
 - a. The reasons for the request being denied, or
 - b. The revised due date of the assessment according to the circumstances detailed in the student's request.
3. A second extension will not be permitted. If a student is once again unable to complete the assessment by the revised due date, a further extension will not be approved, and late penalties will apply as of the revised due date.

Appeals

If a student is not satisfied with the outcome of the extension request process, the student may appeal the decision by following the UQ College Complaints and Appeals Policy.

Document History

Version	Summary of Changes	Author	Action Date
1.0	Initial Version	Academic Manager	1 July 2022