

# Guidelines for Assessment Extensions



University of  
**Southern  
Queensland**

## Assessment Extensions

We understand there may be special circumstances that prevent you from submitting your assessment by the due date. An assessment extension of one week from the published due date may be offered if you cannot submit your assessment item due to reasons out of your control such as:

- Medical
- Employment
- Family/ personal
- Other

Further information about special circumstances is available in the [Assessment of Special Circumstances Procedure](#).

## How to apply

To apply for an assessment extension, please complete the online Assessment Extension application via your Student Centre > Online Requests tile > Add a New Request > Assessment Extension, attaching your supporting documentation.

Requests for extensions normally need to be submitted by the Assessment due date. Extension requests submitted after the due date are only accepted where a Student can provide evidence in accordance with the [Assessment of Special Circumstances Procedure](#) that it was not possible to submit a request prior to the due date.

If the extension date applied for is after the last teaching day of the study period, you may be provided with a [Deferred Assessment](#).

Further information is available in the [Assessment Procedure](#).

# Acceptable reasons for an extensions

## Extension for Medical reasons

To be considered for an extension based on medical grounds, you must have your medical condition assessed by a medical practitioner, who can provide you with a medical certificate.

Special Circumstances	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none"><li>• Medical illness on injury</li><li>• Psychological illness</li><li>• Cognitive function impairment</li></ul>	<ul style="list-style-type: none"><li>• Medical certificate or documentation or psychological report from a registered health practitioner</li><li>• UniSQ Learning Support Plan that references assessment extensions</li></ul>	<p>The medical certificate must be dated on or before the assessment due date/time. If this is not possible, it must state why the nature of your condition made it impractical for you to have obtained a medical certificate sooner.</p> <p>The reason provided cannot include non-critical medical needs, for example, a dental check-up.</p> <p>Where possible, the medical certificate must state how your condition affected your ability to submit your assessment by the due date; however, it does not need to disclose personal or sensitive information.</p>

If you have a disability, injury, mental health or medical condition that impacts on your ability to study we encourage you to meet with a [Student Equity Officer](#).

This could be to review your existing plan or create a new one to meet your needs. A Learning Support Plan that references assessment extensions will be considered as sufficient supporting documentation for the purpose of an initial assessment extension.

Where a subsequent assessment extension is requested, using only a Learning Support Plan as evidence, assessors will seek advice from the Student Equity Team.

## Extension for Employment reasons

If requesting an extension for employment-related reasons, a statement from your employer (in English) indicating that you were required to perform unexpected work duties that were more than your normal work requirements or unexpected work duties at a remote location.

We expect you to take reasonable steps to ensure your employer is aware of your study commitments at the beginning of each study period.

Special Circumstances	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none"><li>• Employment-related reasons</li></ul>	<ul style="list-style-type: none"><li>• Written advice from employer which may include an email from a company email address that can be substantiated.</li><li>• Statutory Declaration for self-employed students.</li></ul>	<p>The documentation must state why the employment-related reason is extenuating and unexpected/outside of your control. This must be written and signed by your employer (not the employee).</p> <p>The documentation must state when the circumstances became known to you and how they affected your ability to submit your assessment by the due date.</p> <p>We request the signatory's position and contact details at the place of employment.</p>

## Extension for family/personal reasons

An extension for compassionate reasons may be granted in the event of the death, illness or injury of a dependant, close family member or friend.

Special Circumstances	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none"><li>• Sad News/Sorry Business</li><li>• Death of Close Relative or close friend</li></ul>	<ul style="list-style-type: none"><li>• Death/funeral notice or funeral service pamphlet</li><li>• Information supplied in the Student Declaration</li><li>• Allied Health Professional statement</li></ul>	Students can provide a declaration of their circumstances as a part of their online application form.
Adverse experience, including witnessing or being the victim of a serious crime, domestic violence or sexual assault	Student Declaration and/or appropriate supporting documents, for example: <ul style="list-style-type: none"><li>• Eviction notice</li><li>• Police report</li><li>• Allied Health Professional statement</li></ul>	This may include serious illness of a family member/friend or a traumatic event.
Involvement with the justice system	<ul style="list-style-type: none"><li>• Letter or email from the relevant case manager or officer</li><li>• Police report</li><li>• Statement from solicitor</li></ul>	The letter/email must state when the circumstances became known to you and how they affected your ability to submit your assessment by the due date.

## Extension for other reasons

An extension for other reasons will be granted where you provide documented evidence of unforeseen and significant event or circumstances that reasonably prevented you from submitting your assessment by the due date. This may include circumstances such as weather events, theft, flooding, emergency situations, technological failures, etc.

Special Circumstances	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none"><li>• Natural Disaster</li><li>• Political upheaval</li><li>• Acts of war or terrorism</li><li>• Global pandemic</li></ul>	<ul style="list-style-type: none"><li>• Government department advisories and Public Health Directions</li><li>• Known facts, media reports or other information relating to political upheaval, Natural Disasters, pandemics or other circumstances</li></ul>	<p>An email or evidence must state how the circumstance has impacted your ability to submit your assessment by the due date.</p>
Sporting commitment reasons	Written advice from relevant sporting body which may include an email from a sporting body email address that can be substantiated.	<p>Sporting commitments must be at a state, national or international level.</p> <p>Students operating at the highest levels as a performer or artist may also apply for an assessment extension based on the significance of their commitment.</p> <p>Written advice must confirm:</p> <ul style="list-style-type: none"><li>• The name of the specific activity/event</li><li>• Dates</li></ul> <p>The significance of your commitment; and how these will affect your ability to submit your assessment by the due date.</p>

Active Defence Force, Defence Reservist, or other emergency services commitments	Written advice from the relevant Defence Reserve or recognised emergency services organisation	The written advice must detail your role as well as the start and finish dates of the activity that will affect your ability to submit your assessment by the due date.
Legal commitments	Jury notice or court appearance order	The notice/order should state your confirmation of commitment with expected dates included.
Delay in receiving an International Student visa	Correspondence from the relevant Australian Government department responsible for immigration regarding a delay in student visa processing	

# Understanding Special Circumstances

Please refer to section [4.2 of the Assessment of Special Circumstances Procedure](#) to understand what may not be considered extenuating circumstances to be granted an assessment extension.

- Examples of unacceptable reasons to apply an assessment extension include:
- Changes to personal travel or holiday plans
  - Misunderstanding due date and/or assessment expectations
  - Inability to meet placement requirements as stipulated by the Course Specification (other than in special circumstances)
  - Social events/commitments

Please see further information in section [4.2 of the Assessment of Special Circumstances Procedure](#).

# Understanding Special Circumstances

If you submit an Assessment extension request for an assessment item, and the instructions provided by your Course Examiner allow an extension, the request is approved in accordance with the Assessment of Special Circumstances Procedure and these Guidelines.

An extension of one week from the published due date, regardless of public holidays will be granted in most cases. Where special circumstances require a longer extension

period, an extension or deferred assessment may be granted in accordance with instructions provided by the Course Examiner at the start of the study period.

If you submit a substantiated Assessment extension request that is outside the instructions provided by the Course Examiner, the request will be escalated.

Subsequent Assessment extension requests may result in the granting of a varied or Deferred Assessment.

## Subsequent assessment extensions

You may submit reasons/supporting documentation for a subsequent assessment extension in accordance with the information above and the [Assessment of Special Circumstance Procedure](#).

If the extension date applied for is after the last teaching day of the study period, you may be provided with a [Deferred Assessment](#).

Assessment extension requests will form part of your student record.

## Outcome of extension request

You will be advised of the outcome of your request (approved or declined) via email. If you are unhappy with the outcome, you may seek a review of decision. Review of decision requests will be escalated to the appropriate decision maker for review.

## Late submission of assessment

Late submission penalties do not apply to assessment extensions. If you have been granted an assessment extension and you do not meet the new deadline, you will not receive any marks for that assessment.

## Fraudulent documentation

Assessors may take steps to substantiate documentation submitted in support of assessment extensions, where appropriate. In cases where documentation is suspected as potentially fraudulent, requests will be escalated to the Associate Dean, Learning, Teaching and Student Success.