

RTO 1.15 Submission Dates and Extension of Time

1. Policy Purpose

This policy aims to support students to complete their course on time and provides a process for those students who experience barriers to meeting agreed Assessment due dates.

Formal assessment is an essential component of education. It provides feedback to students on their learning and academic progress, highlights opportunities for growth, and demonstrates that students have achieved the expected learning outcomes. Assessment can be challenging and sometimes stressful and we understand students' best intentions to submit their work on time can be interrupted by life circumstances.

2. Policy Statement

The Institute will support students to complete their course on time and provide a process for those students who experience barriers to meeting agreed Assessment due dates.

3. Scope

- 3.1 This policy applies to all students applying for an extension to the due date for assessments.
- 3.2 An Assessment is considered overdue when it is not submitted by the due date, or by an agreed extension date. Should the student fail to submit all assessments/tasks by the agreed date, a Not Competent (NC) grade will be applied.
- 3.3 After midnight (ACST time) of the due date (or agreed extension date), the Learning Management System (LMS) will deem the Assessment to be overdue and will no longer accept submissions. Students who fail to submit all assessment requirements for the Unit of Study will result in a Not Competent (NC) grade.

4. Definitions

For the purposes of this policy and associated procedures the following definitions apply:

- 4.1 **AISR** – Australian Institute of Social Relations
- 4.2 **NC** – Not Competent
- 4.3 **ACST** – Australian Central Standard Time
- 4.4 **LMS** - Learning Management System
- 4.5 **MET** – Manager of Education and Training
- 4.6 **ETC** – Enrolments and Training Coordinator
- 4.7 **UOS** – Unit of Study
- 4.8 **CA** – Competency Achieved
- 4.9 **FER** – Further Evidence Required

5. Procedures

- 5.1. All Assessments/learning tasks have a required completion date. Students are advised of all due dates at the commencement of each Unit of Study. All assessments/tasks must be submitted through the Institute's Learning Management System (LMS). All assessments/tasks for each Unit of Study are due by midnight on their due date, assessments/tasks will not be accepted after this time.
- 5.2. Students who require an extension of time to complete an Assessment must apply for an extension of time using the Extension Request form through the Student Portal prior to the official submission date. Your course coordinator cannot grant Extensions directly by any other method.
- 5.3. Students must use the Extension Request form located in the LMS >Qualification>Help and Support. Once lodged it will be assessed by the Administration team and actioned accordingly, students can expect to have a decision emailed to them within 48 business hours of lodging the Extension Request.
- 5.4. Extensions can only be granted due to compassionate or compelling circumstances, that are generally beyond the control of the student, and which have an impact on the student's course progress and/or student's wellbeing.
- 5.5. Applications for extension of time will only be considered up to the due date of the Assessment. After this date, if no Extension Request has been lodged the Assessment will be treated as overdue.
- 5.6. The length of the extension will be no more than an additional two (2) weeks from the official due date, unless there are special circumstances that warrant a longer extension period agreed by approval of the Manager of Education and Training.
- 5.7. Compassionate grounds must be verified by evidence from an appropriate third party. Examples include, but are not limited to:
 - 5.7.1. Illness or injury (supported by medical certificate which states that the student was unable to attend classes or study for a specific timeframe)
 - 5.7.2. Bereavement of close family members such as a parent or grandparent.
 - 5.7.3. Traumatic experience such as involvement in, or witnessing a serious accident, or witnessing or being a victim of a serious crime.
- 5.8. An Extension Request which is not supported by sufficient evidence may not be approved and the Assessment will fall due on the official due date. In exceptional circumstances the Education Manager may approve an Extension Request submitted without evidence on or after the due date for a particular Assessment at their discretion.

6. Roles and Responsibilities

- 6.1. The Manager of Education and Training (MET) is responsible for overseeing implementation of this policy.
- 6.2. Students who require an extension of time are responsible for making this request using the Extension Request form through the Student Portal prior to the official submission date.
- 6.3. The Enrolments and Training Coordinator (ETC) is responsible for assessing the extension request, processing the request, and notifying the student of the outcome within 48 business hours.
- 6.4. The MET is responsible for the approval of an Extension Request submitted without evidence, or after the due date for a particular Assessment, at his/her discretion.

Appendix

Assessments of all Vocational Education and Training Programs are assessed according to the rules outlined in the applicable training package or accredited course Unit of Study.

Each Unit of Study is allocated a result as follows:

Competent	CA	Competent is awarded to a student who has achieved all of the learning outcomes specified for that unit to the specified standard.
Not Competent	NC	Not Competent is awarded to a student who failed to achieve all of the learning outcomes specified for that unit of study to the specified standard.
Further Evidence Required	FER	Further Evidence Required is used when a student needs to clarify/re-write/provide further information in order to be deemed Competent for the Unit of Competency.

NC/FER Grade

If a student receives an initial grade of NC/FER for an Assessment, the student can then resubmit two (2) further attempts to achieve competency for the Assessment. In total, a student receives three (3) chances to gain competency for each Assessment.

After three (3) attempts the student will then need to re-sit the assessments/tasks at their own expense. It is possible that a Unit of Study may not be available for the student to re-sit within the same academic year and will need to be reattempted in the following academic year.