Assessment Submission, Extension and Feedback Procedures

1. **Governing policy**

The *Assessment Submission, Extension and Feedback Procedures* ("procedures") relate to the Assessment Policy. These procedures outline for students the process for submitting assessment, including how to request an extension and the importance of assessment feedback for student learning.

2. **Scope**

These procedures apply to all higher education subjects at the Institution.

3. **Principles for assessment submission, extension and feedback**

3.1 Each assessment task has an associated Assessment Brief document, which is available on the subject page on Moodle. The Assessment Brief outlines the assessment instructions and a detailed rubric, as well as the due date and submission type.

3.2 Students must make a genuine attempt, and submit, all assessment tasks, otherwise they may not have achieved all learning outcomes satisfactorily to pass a subject (refer to the Assessment Policy). Assessments must be submitted by the due date and through the submission type outlined in the Assessment Brief. Each assessment submission needs to display a Student Declaration Form, completed by the student(s) submitting the assessment task. Student Declaration forms are available on Moodle.

3.3 All written assessments must be uploaded through Turnitin.

3.4 Informal requests for extensions three days or less can be through discussion between the student and the lecturer. In discussions with the lecturer, students must clearly identify the circumstances which have led to the informal extension request and how these circumstances adversely affected their ability to meet the assessment due date.

3.5 Informal requests for extensions must be made up to two days prior to the due

date and the extension can be for no more than three calendar days.

3.6 If the extension request is for four calendar days or more, or is within two days of the assessment task due date, then the formal procedure must be followed, in accordance with section 4.

3.7 Formal applications for assessment extension must be made electronically through a 'Assessment Extension Request Form' available on Moodle, no later than two business days before the due date.

3.8 Assessments submitted after the due date and without formal extension approval are subject to grading penalties, in accordance with section 4.2.

3.9 Deferred assessments may be granted where extenuating circumstances have prevented the student from submitting the assessment. An application for a deferred assessment must be supported by documentary evidence.

3.10 An unexcused absence or lack of submission of any assessment task does not warrant an extension or deferred assessment. In such circumstances, the student may not be eligible to pass the subject concerned (see also paragraph 3.2).3.11 Assessment feedback is constructive and timely and supports student learning.

4. **Formal assessment extension and deferred assessment procedures**

4.1 A student must submit an Assessment Extension Request Form	• These procedures apply only to requests for an extension of four calendar days or more. • A student can apply for a late submission of an assessment no later than two business days before the due date. • Any student who is enrolled in census week with an assessment due in the same week is automatically granted an extension of seven days from the due date. • A student must submit an electronic Assessment Extension Request Form, which is available on Moodle, state the reasons for his/her request for an extension and attach supporting documentation as outlined in section 4.3. These requests may only be submitted until Friday of week 10. Subject leads (or main lecturer), in consultation with the relevant Program Manager, are responsible for making a decision on whether to grant an extension for those requested up until Friday of week 10. • An extension request submitted **after** Friday of week 10, is known as a deferred assessment. These requests are forwarded to the Student Success Centre, or to the Work Integrated Learning (WIL) team for extension requests relating to WIL hours. Deferred assessment requests must be submitted by 12pm on Wednesday of week 12. • The Student Success Centre Manager (or delegate), or the Professional Placement and Alumni Manager for requests relating to WIL hours, makes a decision on whether to grant a deferred assessment (but see also the Student Wellness Procedures) based on the documentary evidence provided. If the request is denied, the student must submit the assessment by the due date, or the assessment will be subject to a grading penalty as outlined in section 4.2. Deferred assessments involving a group task are assessed by the relevant Program Manager for the subject. • The Student Success Centre Manager (or delegate), or the Professional Placement and Alumni Manager for requests relating to WIL hours, emails their decision (whether granted or denied) directly to the student (copy to the student management system – Salesforce) and prepares a list of all approved deferred assessments for the study period for submission to the Board of Examiners for management of the outcomes.. • Students who are dissatisfied with a decision may lodge a complaint in accordance with the *Complaints and Appeals Policy*. • The Subject Lead (or main lecturer), Student Services and the WIL team do not accept applications for extension after the due date. • The due date for deferred assessments, is normally Wednesday of week 13 (assessment week). In extenuating circumstances, the due date may be adjusted by the Success Centre Manager on a case-by-case basis. Results are finalised by the Board of Examiners at the end of the second week of the trimester. • Non-submission, or non-genuine submission, of a deferred assessment will result in failure of the assessment concerned. • Students should refer to the Student Review of Assessment Results if they can demonstrate that their performance in an assessment was negatively affected by exceptional circumstances, and this impacted their final mark/grade.

<table>
<tr><td>4.2 Late assessment penalties</td><td>Assessments submitted after the due date and without formal approval will be subject to grading penalties. Saturday and Sunday are counted as two full days within the penalty schedule.
<table>
<tr><th>Days Overdue</th><th>Penalty</th><th>Maximum Achievable Result</th></tr>
<tr><td>One</td><td>5%</td><td>95%</td></tr>
<tr><td>Two</td><td>10%</td><td>90%</td></tr>
<tr><td>Three</td><td>15%</td><td>85%</td></tr>
<tr><td>Four</td><td>20%</td><td>80%</td></tr>
<tr><td>Five</td><td>25%</td><td>75%</td></tr>
<tr><td>Six</td><td>30%</td><td>70%</td></tr>
<tr><td>Seven to a maximum of ten days</td><td>Automatic fail</td><td>0%*</td></tr>
</table>
*For the purpose of recording an automatic fail seven to a maximum of 10 days after the due date, it is recorded in the Moodle gradebook as 0.1%.
Assessments submitted after ten days of the due date and without formal extension approval are recorded as a non-submission with a zero grade.</td></tr>
<tr><td>4.3 Supporting evidence for extension of assessment due date</td><td>Each situation will be reviewed individually on a case -by-case basis using the evidence as outlined below.</td></tr>
<tr><td>Circumstance</td><td>Evidence</td></tr>
<tr><td>4.3.1 Student illness</td><td>A medical certificate, certifying that the student received medical attention in the week (seven calendar days) leading up to the assessment submission deadline and that the diagnosed condition would prevent/prevented the student from completing the assessment by the due date.
All medical evidence must be in accordance with the Student Medical Evidence Guidelines.</td></tr>
<tr><td>4.3.2 Illness of immediate family where student is principal carer</td><td>A medical certificate certifying that the immediate member of the family for whom the student was principal carer was ill and required the student in the week (seven calendar days) leading up to the assessment submission due date.
All medical evidence must be in accordance with the Student Medical Evidence Guidelines.</td></tr>
<tr><td>4.3.3 Personal wellness & serious illness circumstances</td><td>Students experiencing wellness issues, as outlined in the Student Wellness Policy and Student Wellness Procedures. In these cases, the student should contact a Wellness Officer, who will identify and support the student’s personal wellness circumstance.
If a student suffers an ongoing illness over a period of time and it affects his or her performance, he/she may submit a medical report to the Student Success Centre, who engages with the student on an on-going basis and support extension requests as required through the duration of their studies.
All medical evidence must be in accordance with the Student Medical Evidence Guidelines.</td></tr>
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4.3.4 Students with disabilities	Students with a disability lodge the supporting documents/ evidence with the Student Success Centre Manager, in line with the *Disability Policy* and *Student Disability Support Procedures.* The Student Success Centre Manager engages with the student on an on-going basis and support extension requests as required through the duration of their studies.
4.3.5 Death or funeral of a member of the student's family or a person with significant relationship to the student	· Official documentary evidence of the death or funeral, or a copy of the relevant published death or funeral notice in the week (seven calendar days) leading to the assessment due date. · Evidence of the student's relationship with the deceased. · A letter from a doctor or the funeral director stating that the student's relationship to the deceased is acceptable.
4.3.6 Car accident	The police incident report or insurance company report.
4.3.7 Unforeseeable major disruption to the public transport system	A public statement or media release from the Roads and Traffic Authority (RTA) confirming the disruption.
4.3.8 Religious observance	A letter from the student's place of worship stating the student is unable to attend examinations/submit an assessment due to religious observance or obligation. This must be provided at least two business days in advance of the assessment due date.
4.3.9 Sporting commitments at the State or national/international level or students representing the Institution at events	Documentary evidence confirming representative selection. This must be provided at least two business days in advance of the assessment due date.
4.3.10 Non completion of work integrated learning (WIL) professional placement hours	Students who have been unable to complete the required professional placement hours within the designated trimester can apply for an extension. This application should be made after consultation with the WIL Professional Placement Consultant or WIL team representative.
4.3.11 Circumstances that **do not** constitute grounds for granting an extension	• Holiday arrangements, travel or accommodation bookings. • Return to home country. • Routine work commitments • Sleeping in. • Attendance at functions such as birthday or wedding celebrations. • Heavy academic workload. • Any claim that is unsubstantiated by relevant supporting documentation.

5. **Assessment feedback procedures**

5.1 Assessment feedback	• To support student learning, feedback must be provided in a timely manner to allow students to reflect on their performance while the learning can be recalled. Regular and consistent feedback helps students track their progress and make continuous improvements. Effective feedback includes: • Clear expectations about the assessment task and linked to the assessment criteria. • Clear and understandable feedback that avoids ambiguous language that might confuse the student. • Specific examples or details to highlight strengths and areas for improvement. • Articulation of how the feedback relates to the. course and subject learning outcomes, allowing students to understand the purpose and significance of the feedback being tailored to each student's needs, taking into account their strengths, weaknesses, and learning style. • Constructive, meaningful information about the quality of work. • Clear actions and strategies for improvement in subsequent learning activities. • Correction of misunderstandings. • Positive reinforcement of what has been done well and use a respectful and encouraging tone to create a positive learning environment. • Prompt students to reflect on their own work in light of the feedback received in order to become independent and self-reflective learners. • Ensure that feedback is provided in a format that is accessible to all students, considering potential barriers such as accessibility or language proficiency needs. • Feedback is normally available to students within 10 working days after the submission of the assessment. Assessment feedback is provided to students in Moodle (this ensures feedback is recorded and available for review past subject sign off).

6. **Roles and responsibilities**

6.1 The lecturer is responsible for approving informal extension requests.

6.2 The Subject Lead (or main lecturer or WIL staff member for WIL extensions), in consultation with the Program Manager, is responsible for approving formal extension requests up until Friday of week 10, based on the evidence provided by the student, informing the student of the decision via email and filing all related documentation in the student management system.

6.3 The Student Success Centre Manager or delegate is responsible for approving formal extension requests, with the exception of extensions of WIL hours and group assessments, that are submitted after Friday of week 10 (deferred assessments), based on the evidence provided by the student, informing the student of the decision via email and filing all related documentation in the student management system.

6.4 The Professional Placement and Alumni Manager is responsible for approving formal extension requests to WIL hours that are submitted after Friday of week 10 (WIL deferred assessments), based on the evidence provided by the student, informing the student of the decision via email and filing all related documentation in the student management system.

6.5 The relevant Program Manager for the subject is responsible for approving deferred assessments for group tasks based on the evidence provided by the student, informing the student of the decision via email and filing all related documentation in the student management system.

6.5 Student Success Centre (SSC) Manager approves extension requests as part of the Academic Access Plan, for students with personal wellness circumstances and students with disabilities.

6.6 SSC staff inform the student and lecturer, via email, of extensions approved by SSC Manager, recording the extension approval on the student management system.

6.7 Lecturers provide timely and meaningful feedback to students through the approved assessment feedback tools.

7. **Related documents**

Assessment Policy

Assessment Procedures

Complaints and Appeals Policy

Complaints and Appeals Procedures

Examinations Policy

Examinations Procedures

Disability Policy

Student Disability Support Procedures

Student Wellness Policy

Student Wellness Procedures

Student Examination Rules

Student Code of Conduct

Approved by the Course and Subject Committee on 7 November 2024 (updated LTC 6 August 2026)