Extension Policy

Extensions of Time for Completion of Assessment Tasks

It is a requirement of a student’s course that all assignments be completed by the due dates set by ACOM and published on Moodle and in the Unit Introduction Book. All applications for extension must be made in writing to the subject’s Unit Co-ordinator using the ‘Request for Extension’ form with attendant evidence before the due date.

Assignments without an approved extension may be submitted up to 10 days beyond the due date of the assignment but will attract and automatic penalty deduction of 5% of the marks available for the item of assessment for every day past the ORIGINAL due date. Assignments submitted without an extension beyond 10 days after the due date will NOT be accepted and will NOT be marked.

Where an extension is granted assignments submitted up to 10 days beyond the due date of the extension may still be marked but will attract and automatic penalty deduction of 5% of the marks available for the item of assessment for every day past the EXTENSION due date.

Where items of assessment granted an extension are submitted by the due date the paper is accepted and graded without penalty.

All applications for the extension of a due date for an assignment must be sought from the Unit Co-ordinator. A ‘Request for Extension’ form must be completed and sent as an email attachment to the Unit Co-ordinator along with supporting evidence e.g. medical certificate. The ‘Request for Extension’ form can be found on Moodle or on the ‘Resources’ page of the ACOM website.

An extension of an assignment’s due date may be granted on the following grounds:

(a) Medical illness (certified by a Medical Certificate).

(b) Extreme hardship (refers to major adverse life events that could not have reasonably been anticipated, avoided or guarded against by the student, and...
caused substantial disruption to the student’s capacity for effective study and/or the completion of required work).

(c) **Compassionate grounds** (will be based on a significant pastoral concern that is not considered part of a pattern of behaviour on the part of the student).

Circumstances that will **NOT normally be considered** as acceptable grounds for an extension are:

(a) Demands of employment.

(b) Minor family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student.

(c) The demands of academic work, or to the self-discipline required to study effectively.

(d) Financial difficulties.

(e) The demands of travel, sport, social commitments or other activities.