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Contents

[1. Definitions 3](#_Toc126180333)

[2. Background 3](#_Toc126180334)

[3. Extension Guidelines 3](#_Toc126180335)

[*1.2 Reasons for applying for an extension.* 3](#_Toc126180336)

[*3.2 Process* 4](#_Toc126180337)

[3.3 *Who approves of an extension?* 4](#_Toc126180338)

[3.4 *Consequences of late submission (with no agreed extension)* 4](#_Toc126180339)

[*3.4 Assessment (with approved extension) not submitted by deadline* 4](#_Toc126180340)

[*3.6 Resubmissions* 5](#_Toc126180341)

[*3.7 What happens if an assessment is not marked, or if they fail due to a late penalty?* 5](#_Toc126180342)

[4. What is the facilitator and student advisors’ role in monitoring assessments? 6](#_Toc126180343)

[5.Appendix (examples of possible scenarios) 7](#_Toc126180344)

[*5.1 Summary of late assessment penalties* 8](#_Toc126180345)

**1. Definitions**

An extension is a written agreement between a learner and facilitator for an assessment, or in the case of an assessment which is in multiple parts, a piece of an assessment, to be submitted late – on an agreed, specified date - usually on medical or compassionate grounds.

Supporting information or evidence is required (see “What evidence is required” detailed below).

Extensions are initiated by the learner affected, and timeframes must be agreed to prior to the assessment due date.

Whilst Facilitators can remind learners that extensions are available, it is up to the learner to initiate the extension request. On occasions when the Facilitator or Student Advisor determines it would be appropriate, they can apply for the extension on behalf of the learner, but this must be through the formal My Extensions process in Moodle.

**2. Background**

ECampus NZ (part of Te Pūkengā's Open Polytechnic business division) encourages flexibility of learning, while expecting learners to submit assessments by specified timeframes. However, some learners do not always meet specified dates, and this causes equity issues for those who do submit by the required timeframe. An even playing field must be established to ensure fairness for all learners regarding expectations around submitting assessments.

All assessment due dates are available to learners from the beginning of their courses and are detailed in the Assessment Overview section of the course. Learners should be able to plan their time accordingly and not need extensions, except in extenuating circumstances.

It is important that assessments are submitted by their due date UNLESS there are unforeseen situations beyond the learners’ control that affect their ability to study and complete assessments. In those circumstances, an extension should be applied PRIOR to the assessment date.

The Facilitator must ensure there is clear information in their course communication plan to ensure learners are aware of this policy and that this is referred to in any posting about assessments.

**3. Extension Guidelines**

*1.2* ***Reasons for applying for an extension****.*

* + 1. Illness/injury of learner or family member,
    2. Bereavement of family member or close friend/colleague,
    3. Attendance at tangihanga or funeral,
    4. Breakdown of equipment,
    5. Theft of equipment,
    6. Unexpected change of personal circumstances,
    7. Unexpected work circumstances.

In the case of a learner with a disability, and where it is identified that additional support is required, the Student Advisors will work with the Facilitator and the learner to review all assessment dates and determine what support the learner needs.

**What evidence is required (depending on circumstances)?**

1. medical certificate (or details of illness or accident),
2. death notice or link to online obituary, Facebook post, etc.
3. police or insurance report
4. evidence of laptop repair
5. email detailing unexpected change of personal circumstances or work commitments.

## ***3.2 Process***

* 1. Extensions may be approved for assessments in the case of unforeseen circumstances.
  2. Applications **must be made** using the My Extensions Form on the portal and can be completed by the learner, the Student Advisor or the Facilitator.
  3. Applications will not be accepted if applied via email. Facilitators must direct learners to apply via the My Extensions Form or apply on their behalf.
  4. Applications for extensions must, **wherever possible**, take place prior to the date of submission of the assessment.
  5. Facilitators are not permitted to grant extensions post assessment due date. If a learner indicates they want more time after the due date, the Facilitator or Student Advisor must escalate this to the Learner Experience and Success (LES) manager.

Extension requests received after the due date will only be granted in exceptional

circumstances’ (e.g., last minute technology issues on day of submission).

* 1. Most extensions requests are usually for between 1-7 days. Consideration should be given to the effect on any other assessments due during their study.
  2. A further extension after an initial extension is unlikely to be granted.
  3. ***Who approves of an extension?***
* Up to one week (either during or until after course is ended): Facilitator.
* More than one week (either during or after course has ended): Learner Experience and Success Manager. Extensions awarded must be completed by the date the results are due at ITP.
* Longer extensions require the approval of the ITP and are managed by the eCampus NZ Learner Experience & Success Manager
  1. ***Consequences of late submission (with no agreed extension)***

**Achievement-based grading schemes:**

* Assessments which are not submitted by the due date are subject to a late assessment penalty of 10% per day per assessment, up to a maximum of 50% (see Table 1 below for details)
* If the assessment is submitted on Days 1-5 the assessment will be marked and the relevant penalty will be deducted
* If an assessment is more than five calendar days late it will not be marked by the Facilitator, and it will receive zero marks.

**Competency-based grading schemes:**

* Assessments which are not submitted by the due date will initially be recorded as
* ‘incomplete’
* If the assessment is then submitted on Days 1-5 the assessment will be marked, but there will be no opportunity for a resubmission
* If an assessment is more than five calendar days late it will not be marked by the Facilitator,
* and it will be finalised as ‘incomplete’.

## ***3.5 Assessment (with approved extension) not submitted by deadline***

**Achievement-based grading scheme**

Unless the learner can provide appropriate evidence in advance of the deadline (and get approval) that they require a further extension, assessments which are not submitted by the agreed extension deadline will also subject to the standard late assessment penalty of 10% per day per assessment, up to a maximum of 50%

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**Competency-based grading schemes**

Unless the learner can provide appropriate evidence in advance of the deadline (and get approval) that they require a further extension, assessments which are not submitted by the agreed extension deadline will also subject to the late assessment penalty of initially being recorded as ‘incomplete’. If submitted 1-5 days after deadline the assessment will be marked, but there will be no opportunity for a resubmission. If an assessment is more than five calendar days late it will not be marked.

## ***3.6 Resubmissions***

Learners are unable to resubmit if they fail an assessment due to a late assessment penalty.

## ***3.7 What happens if an assessment is not marked, or if they fail due to a late penalty?***

If a learner is not going to have an assessment marked or will fail an assessment due to the late penalty it is important that they clearly understand what the consequences are for the course going forward.

* The Facilitator should advise the learner of the consequences and inform the Student Advisor who will need to then talk to the learner to determine their way forward.
* In some cases, the assessment value may be very small, and the learner will choose to continue and make up in other assessments, however this will depend on the requirements for the particular course
* Learners are required to submit ALL assessments: If a learner has made a genuine attempt to complete an assessment and it is not marked due to being more than 5 days late, this will still count as a valid submission; however, the fact that the learner may not be able to meet all learning outcomes should be recorded as normal on the grader report.
* A blank assessment which is not a genuine attempt to complete the assessment will not count as a valid submission.
* If a learner will fail the course due to missing an assessment it is recommended that they withdraw from the course. In this case, they will receive a WD (withdrawn) grade.
* Learners cannot be withdrawn if over 80% of the course duration.
* In the case of a learner receiving StudyLink loans or allowances it is expected that a learner is withdrawn (and StudyLink notified) if they are not engaging
* and not submitting assessments on time. This could impact future eligibility for a student loan or allowance.

The Student Advisor will make an attempt to contact the learner and discuss withdrawing from the course, and the impact on any other enrolments. In most cases, a learner will be withdrawn from the course if an assessment is not submitted.

* In some cases, the assessment value may be very small, and the learner will choose to continue and make up in other assessments, however this will depend on the requirements for the particular course
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The Student Advisor will make an attempt to contact the learner and discuss withdrawing from the course, and the impact on any other enrolments. In most cases, a learner will be withdrawn from the course if an assessment is not submitted.

# 4. What is the facilitator and student advisors’ role in monitoring assessments?

**Ongoing**

* The system sends an automated text to any learner that has not logged in for more than 5 days (as per the standard non-engagement process)
* Facilitators should continue to monitor non-engagement and contact learners who have not logged in by day 7+. At this point, they should be referred to their Student Advisor for follow-up.

**In the week prior to when assessment due**

* Facilitators should be monitoring non-engagement and contacting learners who are not logging in regularly (as above)
* Facilitators should also add a post reminding learners of the eCampus Late Assessment and Extensions Policy and the consequences of non-submission.

**On the day after submission was due**

*For learners who have not submitted an assessment:*

* An automatic text will be sent to the learner reminding them they can still submit, but with penalties
* Facilitators should also add a post reminding learners of the consequences of non- submission. The post should explain it is too late for the learner to apply for an extension at this point, unless there was some unforeseen, last-minute issue that arose and prevented them from submitting. The post should also explain that learners can submit to Day 5 but that there will be penalties for late submission.

**If no submission is received after the 5-day period (day 6 onwards)**

* The learner will receive an automated text to let them know it is too late to submit and asking them to contact their Student Advisor to discuss options.

**If the learner has been granted an assessment extension and they don’t submit**

* They are subject to the standard late assessment penalties

**5.Appendix (examples of possible scenarios)**

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| **Application date** | **Approval** | **Penalty** | **Notes** |
| **Extension applied for before assessment is due** | Up to one week (either during or until after  course is ended): **Facilitator** | **None** | **Evidence required** |
| More than one week: **Learner Experience and**  **Success Manager** | **None** | **Evidence required** |
| More than two weeks in course or two weeks after course ended: **Curriculum and Quality**  **Manager** | **None** | **Evidence required** |
|  | | | |
| **Extension applied for after assessment was**  **due** | **Learner Experience and Success Manager** | **None** | **Exceptional last-minute circumstances only1** |
|  | | | |
| **Assessment submitted after deadline (with no extension)** |  | **Late assessment penalty applies** | **Achievement-based assessments** - late assessment penalty of 10% per day per assessment, up to a maximum of 50%. If an assessment is more than five days late, it will not be marked.  **Competency-based assessments** will initially be recorded as ‘incomplete’ if the assessment is not  submitted on the due date.  If the assessment is then submitted on Days 1-5 the assessment will be marked, but there will be no resubmission opportunity.  If an assessment is more than five calendar days late it will not be marked by the Facilitator, and it  will be finalised as ‘incomplete’. |
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1 Requests after assessment due date will only be considered if there are last-minute extenuating circumstances that could not have been avoided. Applications to Learner Experience and Success Manager

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| --- | --- | --- | --- |
| **Application date** | **Approval** | **Penalty** | **Notes** |
|  |  |  | **Achievement-based assessments** - late assessment penalty of 10% per day per assessment, up to a |
|  |  | maximum of 50%. If an assessment is more than five days late, it will not be marked. |
| **Assessment not submitted by agreed extension deadline** | **Late assessment penalty applies** | **Competency-based assessments** will initially be recorded as ‘incomplete’ if the assessment is not  submitted on the extension due date.  If the assessment is then submitted on Days 1-5 the assessment will be marked, but there will be no  resubmission opportunity. |
|  |  | If an assessment is more than five calendar days late it will not be marked by the Facilitator, and it |
|  |  | will be finalised as ‘incomplete’. |

## *5.1 Summary of late assessment penalties*

*Achievement based:*

|  |  |
| --- | --- |
| **Day** | **Impact on assessment marks** |
| **Submission date** 1 day after due date | Deduct 10% from assessment mark (award 90% of mark) |
| **Submission date** 2 days after due date | Deduct 20% from assessment mark (award 80% of mark) |
| **Submission date** 3 days after due date | Deduct 30% from assessment mark (award 70% of mark) |
| **Submission date** 4 days after due date | Deduct 40% from assessment mark (award 60% of mark) |
| **Submission date** 5 days after due date | Deduct 50% from assessment mark (award 50% of mark) |
| **Submission date** More than 5 days after due date | Assessment not marked. Awarded zero mark. |

*Competency based:*

|  |  |
| --- | --- |
| **Day** | **Impact on assessment marks** |
| **Submission date** 1-5 days after due date | Assessment marked. No resubmission opportunity |
| **Submission date** More than 5 days after due date | Assessment not marked. Finalised as ‘incomplete’ |