

## Extension Policy (PEQF)

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| <b>Purpose:</b>                   | The Collaborations agreed joint policy for Extensions in the PEQF programme  |  |
| <b>Audience:</b>                  | All Student Police Officers, Babcock employees; partner providers; MPS, agency workers and associates (PEQF)   |  |
| <b>Scope:</b>                     | All Student Police Officers, Babcock employees; partner providers; MPS, agency workers and associates (PEQF) who may need to provide information or decisions on extension requests in the PEQF programme(s) |  |
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# Extension Policy (PEQF)

## Introduction

All higher education providers are expected to have in place principles and implement procedures for assessment that are explicit, valid, secure and reliable, and which ensure that assessment is operated fairly and consistently both within programmes and for individual learners (UK Quality Code, Advice and Guidance: Assessment)

The expectation is that work is submitted on time. This means being organised and managing your time wisely. The published deadlines are the latest work should be submitted for assessment, not the earliest.

Work submitted on time allows for timely release of feedback that supports in academic development.

## Submission

To support students in managing their time, the Collaboration Partners will provide a Coursework Submission Schedule no later than the beginning of each term, specifying the deadlines.

Students will receive specific guidance, including the format and location of submission, normally one of the following:

- Electronically via the Partner University's assessment platform, where the recorded time of submission will be when the SUBMIT button has been depressed after the upload of the assignment;
- In person to a specified administrative location, where the submission date/time is logged;
- By post (recorded or registered delivery), where the certified date of posting shall be deemed to be the date of submission and before the time deadline on that day.

To avoid any last-minute issues preventing timely submission, students are encouraged to plan their work carefully based on the coursework submission schedule and aim to complete assignments in advance of deadlines. Where electronic submission is used, we expect that submissions can be made even where students are unable to make it onto campus.

## Late Submission

If work is submitted late without an application having been made for an extension, the Partner University will accept and mark any work received up to 48 hrs after the original deadline, but the maximum grade awarded will be a capped pass.

Work received more than 48 hrs after the deadline will be graded NS (non-submission).

Students who cannot for good reason apply for a five working day extension for submission of their coursework prior to the deadline, but can submit their completed assessment within 5 working days of it, should submit their work together with a claim for Extenuating Circumstances. If these are accepted, the work will be marked as if it had been submitted on time. If these are not accepted, work received up to 48 hours after the deadline will be capped at the pass grade, and anything later graded NS (non-submission).

## Re-assessment

Where a student has failed to submit an assignment, or it is being treated as a non-submission, the maximum grade awarded will be a capped pass.

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### Extensions for submission of Coursework

Applications should be made through the relevant student system. Requests will be considered by each HEI based on the principles outlined below, and a decision will usually be made within 2 working days.

#### Principles for granting short term extensions

- short-term illness;
- a short-term illness of any person for whom the student has a responsibility for care;
- authorised absence from the PEQF programme during teaching weeks;
- an enforced change in employment circumstances for which only short term notice was given;
- other reasons considered acceptable by the Student Adviser.

The following are not acceptable reasons for such a request:

- academic workload;
- misreading the instructions on submission deadlines in the MDF, on the Learning Management System or on the timetable;
- unauthorised absence from University (e.g. holiday taken during teaching weeks).

Students should expect to evidence all requests for coursework extensions. **Please note that the majority of minor, short term illnesses will not be accepted as grounds for an extension.** Students are expected to plan and manage their time, and allow for such eventualities,

Students applying for an extension within 48 hours of the submission deadline may not receive a response to their request until after the deadline has passed.

If a request for an extension is rejected, students cannot then apply for extenuating circumstances in relation to the same piece of work. A student may appeal against a decision to refuse an extension only after the Assessment Board has met.

**NB: Students cannot use the five working day extension process to apply for extenuating circumstances. Please see the Extenuating Circumstances Policy for further information.**

If a five working day extension to a deadline is granted, the assessed work can be submitted as if on time and will be marked accordingly for an uncapped grade.

For assessments such as presentations, practical skills or viva voce, where students are being assessed at a specific, given time, there is no late submission, and students will normally be reassessed at the next opportunity.

If an extension is granted and the student cannot submit the work by the revised deadline, they should not submit the work but should apply instead for Extenuating Circumstances.

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If a student is aware that an extension of five working days will not be sufficient for them to complete the work, they should not apply for an extension but should apply instead for Extenuating Circumstances.

A student who applies for more than one 5 working day extension in an academic year will be asked to meet with their Progression & Development Coach to discuss whether further support is required from the Collaboration University.