| # | POLICY TITLE: | POLICY AREA: | VERSION: | DATE ADOPTED: |
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| ST.NICHOLAS MONTESSORI | **6.5 EXTENSIONS OF DEADLINES AND PROCEDURE FOR LATE SUBMISSIONS** | 6) ASSESSMENT OF LEARNERS | 3.0 | AUGUST 2020 |
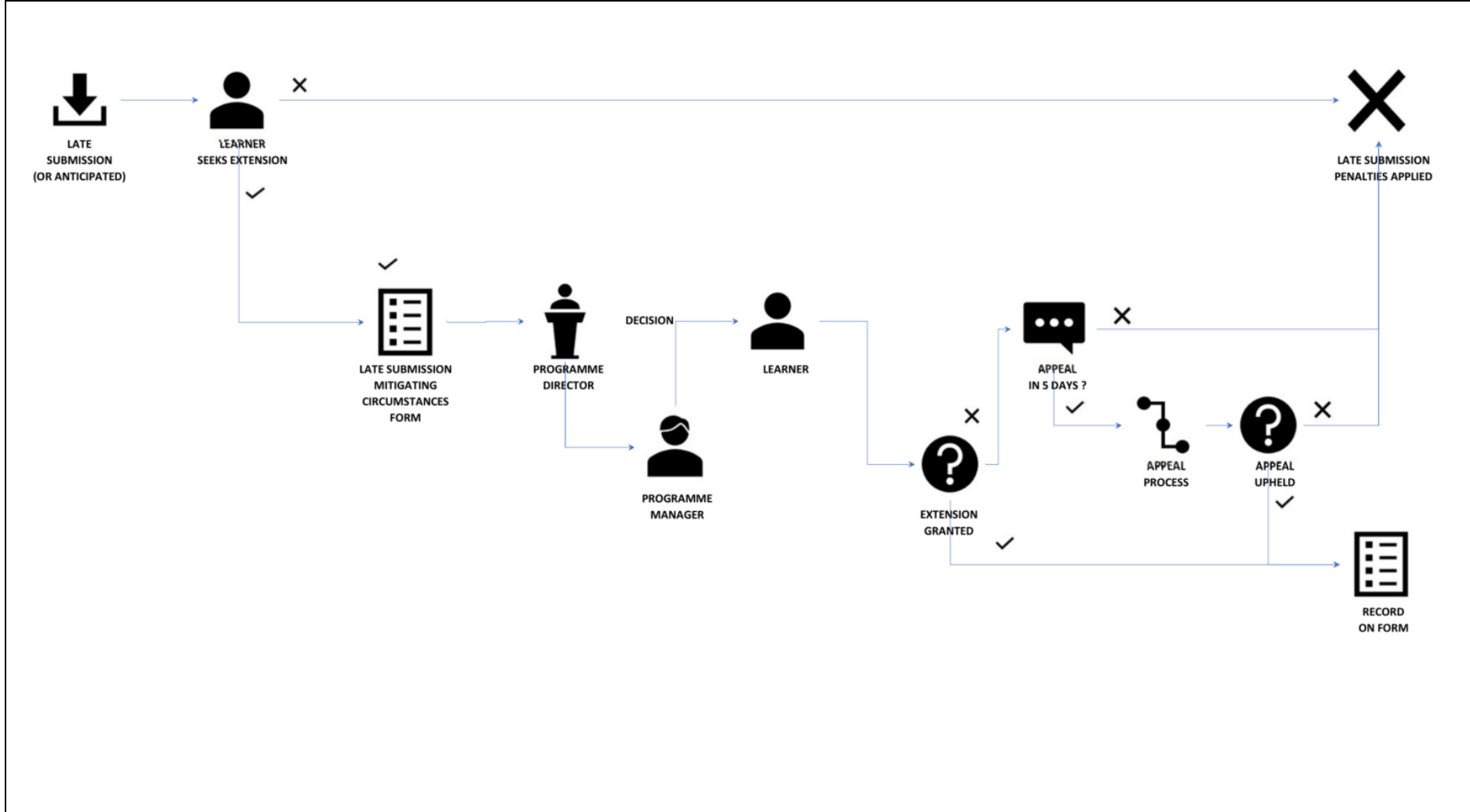
**Introduction and Context**

Time management and the observance of deadlines are essential skills expected of learners in Higher Education. To reinforce the importance of these skills and to provide a disincentive for late submissions SNMCI operates a late submission policy where penalties are employed.

In formulating this policy SNMCI considered:

1. From time to time circumstances may arise which prevent a learner from meeting assessment deadlines.
2. Any policy for the granting of late submissions must ensure fairness to all learners, including those who meet the prescribed deadlines.
3. That the policy, while being sensitive to a learner's circumstances, must be sufficiently robust to avoid abuse, and unfair inconsistencies in its application.

This policy and procedure

- outlines the principles governing extensions of deadlines on the submission of assessed work
- outlines the procedure for applying for a late submission
- outlines the authorisation process for granting extensions on the submission of assessed work
- outlines the penalties applied for a late submission of assessed work **without** an authorised late submission

**Policy Statement:**

**Principles underlying the granting of extensions/late submissions:**

- To ensure fairness and consistency across the assessment process, SNMCI requires strict adherence to agreed timeframes for the submission of assessment.
- The granting of an extension is for the purpose of supporting the learner who is experiencing unforeseen difficulties in completing the assessed work on time.
- Applications will be dealt with on a case-by-case basis
- The procedure for granting extensions will be sensitive to a learner's circumstances.
- A learner can apply for a late submission normally up to one week prior to the submission date
- Applications received after this time will be considered in terms of the nature of the circumstances.
- There is no automatic entitlement to an extension/late submission.
- The period of a late submission/extension granted to a learner **will not extend beyond** the date of the return of corrected CA to the rest of the learners.  Otherwise it may be considered as a 'deferral to the next assessment sitting'. See QA 3.12 Deferrals of assignment/module/programme). When assessment is deferred to the next sitting a new brief is provided.
- Extensions/late submissions will not be approved where it is felt the learner is seeking to secure an unfair advantage
- If an extension is not granted the late submission penalties will apply if the assignment is not submitted on time.

- Circumstances relating to an application for an extension are kept on record and remain confidential.
- Members of staff who need to be informed of a late submission will be notified that the extension has been granted but are not informed of the reason.

**Grounds for an application for an extension:**

- **Personal Illness:** Must be supported by a medical certificate
- **Family Illness:** Must specify the relationship and discuss with the PD. At the discretion of the PD
- **Bereavement:** Must specify the relationship and discuss with the PD. At the discretion of the Programme Director/Deputy Programme Director.
- **Mitigating Circumstances:**
  - Where a learner's ability to submit assessed work within the appropriate timeframe has been hindered due to ongoing work commitments. Evidence in writing is required from the employer.
  - Where a learner's ability to submit assessed work within the appropriate timeframe has been diminished due to jury duty. Appointment letter from the court authorities must be presented.
  - Personal or emotional circumstances: Must be specific as to the impact of these circumstances academic performance. At the discretion of the PD.

**Staff Involved:** Director of Quality and Academic Affairs (DQAA); Programme Director (PD); Deputy Programme Director (DPD); Programme Manager; Learner Support Officer

| - Procedure | Person/s Responsible | Records generated to ensure evidence of follow through |
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| - Applications are made on the Late Submission Mitigating Circumstances Form (FQA 6.5) which is available from Moodle and the Programme Manager<br>- Having completed the application, the learner will submit it to the Programme Director for approval.<br>- Any supporting documentation must be attached to the application<br>- The learner must sign the Mitigating Circumstances Form, declaring that all information is correct.<br>- The Programme Director will liaise with the module lecturer<br>- If approved the Programme Director or Deputy PD will communicate the decision to the Programme Manager normally within two days of receiving the Late Submission Form. | **Learner**<br><br><br><br>**Programme Director**<br><br><br><br><br><br>**PD/Programme** | **Late Submission Mitigating Circumstances Form.**<br><br><br><br><br><br><br>**Late Sub MCF signed** |

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| **Authorisation for granting an extension lies with the Programme Director.** | **Manager** | **and retained by PD** |
| Extensions maybe refused on the following grounds: | | |
| - It is believed that the grounds for the extension are unsubstantiated. | | **Evidenced on the Learner Intranet.** |
| - The granting of an extension would adversely affect the learner's workload in the context of the programme as a whole. | **Programme Director** | |
| - If the lecturer delivering the module provides a good reason for not granting the extension. | | **Record of decision noted on the Late Submission MCF** |
| **Appeals** | | |
| - Due to time restrictions if a learner wishes to appeal this decision they can only do so if they have applied for the extension at least one week before the submission date | | |
| - The learner applies in writing to the DQAAwithin one day of having the application refused. | | |
| - The DQAA will read the appeal letter, will liaise with the PD, the lecturer and may also seek the opinion of a PD from another programme, before making a decision | **Learner Director of Quality and Academic Affaires (DQAA)** | **Record of decision kept by DQEAA** |
| - The decision of the DAAA is final | | |
| - The DQAA will communicate the decision to the Programme Director | | |
| - The Programme Director will pass on the decision to the learner and the Programme Manager | | **Correspondence** |
| **Late submission of Assessed Work (without an authorised extension):** | | |
| - All learners will be informed of the College's submission arrangements by the Programme Director, as part of induction, and also by e-mail reminder as assessment becomes due, by the Programme Manager. | **DQAA/ PD/DPD** | |
| | | **Learner Handbook Induction** |
| Information to learners should include but is not limited to: | | |
| - Format: e.g. electronic; PDF; hardcopy; Moodle; etc | | |
| - The exact time at which a submission is considered 'late' e.g. 5.00pm or 12.00pm etc | | **Information** |
| - Who to contact if the Moodle submission site is 'closed' following submission of uploaded assignments | **Programme Director** | **e-mail correspondence** |
| - The percentage penalties for unauthorised late submission | **Programme** | |
| - Whether weekends are included when calculating the number of days a submission is | **Manager** | **e-mail** |

| | | correspondence |
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| late. <br> - A learner who submits assessed work after the submission date without having been granted an extension will be subject to late penalties as outlined in the Learner Handbook. <br> - Penalties normally fall within the following range: <br> - 15% deducted from the mark that the learner would have received, for lateness within one week. <br> - Mark capped at 40% if the assessed work is submitted later than one week | **Programme Manager** | **Learner Handbook** <br><br><br> **Records in Gradebook** |

**Policy Control Sheet**

| Policy | QA 6.5 Extension of Deadline and Late Submissions |
|---|---|
| Version | 3.0 |
| Adopted/Effective | August 2020 |
| Supersedes | 2.0 |
| Monitoring/ Next Review Date | Yearly /Aug 2021 |
| Responsible Officer(s) Designated Reviewer(s) | DQAA/Programme Committees/Examinations Office |
| Scope | College wide |

**References**

| SNMCI Policy area | 6) Assessment of Learners: QA  Vol 2 |
|---|---|
| Developed with reference to | *QQI Assessment and Standards, 2013 (Revised)* <br> QQI (2016) *Core Statutory Quality Assurance Guidelines* <br> QQI (2016) *Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis* <br> *Standards and Guidelines for Quality Assurance in the European Higher Education Area* (ESG), May 2015 <br> Green Paper on Assessment 2018 |
| Related SNMCI Policies / Forms | FQA 6.5:  Late Submission (MCF) |

**Revision**

| Revision Number | Revision Description | Originator | Approved By |
|---|---|---|---|
| 2.0/08/2020 | General review for blended learning | Office of DQAA | AB |