

6.4 SHORT-TERM EXTENSIONS ASSESSMENT DEADLINES

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This Version Number:	1.2
Approval:	05.02.2020
Status:	Approved
Effective Date:	05.02.2020
Review Date:	May 2022
Resources:	Appendix 1: Application Form for Extenuating Circumstances and Short-term Extension of Assessment Deadline Appendix 2 – Appeals Application Form (Assessment Deadlines: Short-term Extension/Compassionate Consideration)

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1. Principles of Assessment in relation to Assessment Deadlines

Assessment is underpinned by the **principles of assessment** including the ***fair*** principle (equal opportunity for all learners) and ***consistent*** principle (consistency in approach to assessment across ETBs, programmes and modules). Assessment deadlines are dates that are planned in advance of assessment and should be adhered to. In order to ensure the fair and consistent assessment of learners, the following procedures should be followed in relation to the deadlines for submission of learner evidence. Kerry ETB's Quality Assurance System overarches these principles and ensures learner achievement is assessed in a fair and consistent way in line with the national standards for the award.

In order to ensure *fairness* and *consistency* across all assessment activities, learners may be granted an extension to an assessment deadline under **extenuating circumstances**. In these circumstances, the learner must not be unfairly disadvantaged as a result of extenuating circumstances. Furthermore, the learner must not gain significant advantage when compared with other learners.

2. Definitions

2.1. Assessment Deadlines

Assessment deadlines are planned in advance of assessment and adhere to the assessment plan for the programme or module. Learners MUST be made aware of assessment deadlines including submission dates for assessment evidence and dates of practical assessments (e.g. examination, skills demonstration, etc.) prior to, or as soon as is feasibly possible, in the programme or module (e.g. assessment plan, notice boards, etc.). These assessment deadlines should allow the learner adequate time in which to fully complete the assessment tasks.

2.2. Missed Assessment Deadlines

The term missed assessment deadlines refers to:

- Failure to submit assessment evidence on or in advance of agreed assessment deadline, and/or
- Failure to attend a practical assessment (e.g. Examination, Skills Demonstration, etc.).

Missed Assessment Deadlines can be categorised as “Expected” (see Section 4) or “Unexpected” (see Section 5).

2.3. Short-term extension

The term short-term extension refers to a **defined** timeframe which an assessment deadline will be extended for in the case of extenuating circumstances (see 2.4). The maximum acceptable extension is five (5) working days¹. If the circumstances are expected to extend beyond a short-term extension, the procedures for *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* should be followed.

2.4. Examples of extenuating circumstances (Short-term extension)

Extenuating circumstances are situations or events which unexpectedly interfere with a learner’s ability to complete or sit an element of assessment. Extenuating circumstances which **may** be considered include, but are not limited to:

- Personal illness (with medical certificate)
- Illness/care of child or dependent relative (with medical certificate)
- Extreme bad weather
- Other extenuating circumstances may be considered under Compassionate Consideration application, see *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure
- Other reasons that are accepted by the relevant assessment personnel and the relevant ETB Training Centre Manager

¹ For the purpose of part-time programmes that are delivered once a week, a working day is understood to be the day of delivery and every following scheduled delivery day is then counted as a working day, even if in the following calendar week. This is a maximum time frame.

Relevant evidence/documentation from a qualified professional practitioner (e.g. medical practitioner) should support an application (but will not guarantee an assessment extension).

3. Assessment Deadlines Roles and Responsibilities

3.1. The Principal/Centre Manager/ Programme Co-ordinator

The Principal/Centre Manager/ Programme Co-ordinator must ensure that the Teacher/Tutor/Instructor and the learner are made aware of their responsibilities in relation to assessment deadlines (e.g. Learner Handbook², Notices, etc.).

In the event of a missed assessment deadline, the Principal/Centre Manager/ Programme Co-ordinator or designated person is responsible for the management of the application to extend the deadline.

3.2. The Teacher/Tutor/Instructor

Assessment deadlines are identified by the Teacher/Tutor/Instructor and communicated to learners in advance of assessment (notice boards, etc.) and included in the programme assessment plan (QA requirement), which is also made available to the learners. Learners are expected to present assessment evidence on or in advance of the deadline identified by the Teacher/Tutor/Instructor unless there are extenuating circumstances.

Where a learner attempts to submit assessment evidence after a deadline, the Teacher/Tutor/Instructor **must not** accept the assessment evidence unless there are **proven** extenuating circumstances and either a Short-term Extension Application or Compassionate Consideration Application have been granted. Both Short-term Extension Application and Compassionate Consideration Application must be processed by the Principal/Centre Manager/ Programme Co-ordinator.

3.3. The Learner

Assessment deadlines are communicated to learners in advance of the assessment deadline (assessment plan, notice boards, etc.).

At the commencement of the programme, all learners should sign a **Learner Contract** (where possible) which declares their responsibility in relation to meeting assessment deadlines and consequences for same (Learner Handbook).

Important: The learner is responsible for the submission of assessment evidence for an assessment activity within the deadline specified (**on** or **in advance** of the deadline).

² The *Learner Handbook* is currently under development

4. “Expected” Missed Assessment Deadline Procedure

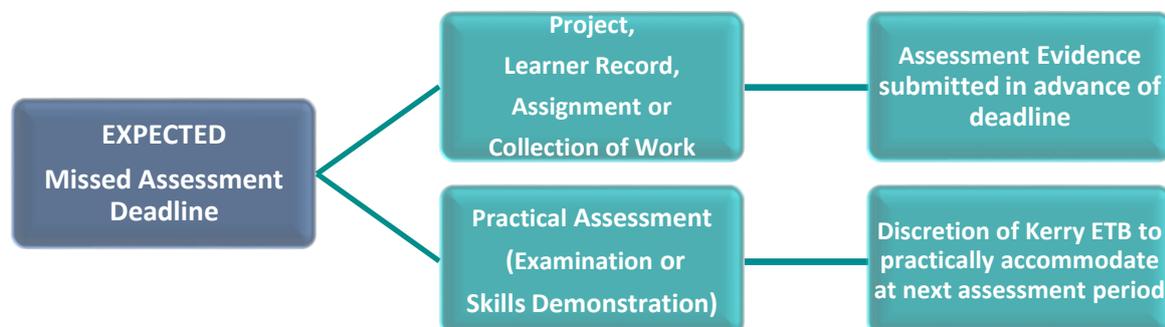


Figure 1.1 Expected Missed Assessment Deadlines Procedure

“Expected” missed assessment deadlines **include**, but are not limited to: court appearance, job interview, medical appointment, wedding, graduation, family event, pre-planned event, etc.

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed on the Assessment Plan (QA requirement) for the programme and/or module.

On occasion, prior to the commencement of the course/programme or once the assessment plan has been distributed to learners, the learner may discover that there is a planned assessment deadline which s/he is unable to meet (for example, due to a clash of dates, where an appointment/arrangement had been made prior to the publication of an assessment deadline). The following procedure should be followed in relation to an expected missed assessment deadline (see Figure 1.1).

4.1. Submission of learner assessment evidence with a specific assessment deadline (e.g. Project, Learner Record, Assignment or Collection of Work)

In the case of an expected missed assessment deadline, the learner is responsible for submitting assessment evidence (Project, Learner Record, Assignment or Collection of Work) in advance of the assessment deadline, unless there are extenuating circumstances. In such cases, the learner may apply for Compassionate Consideration due to extenuating circumstances (see *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure).

4.2. Practical Assessment (e.g. Examination or Skills Demonstration) on a specific date

In the case of an expected missed practical assessment on a specific date, (e.g. Examination or Skills Demonstration), it is at the discretion of the Centre as to whether the Centre can practically accommodate the learner at an alternative sitting at the next assessment period.

5. “UNEXPECTED” Missed Assessment Deadlines Procedure

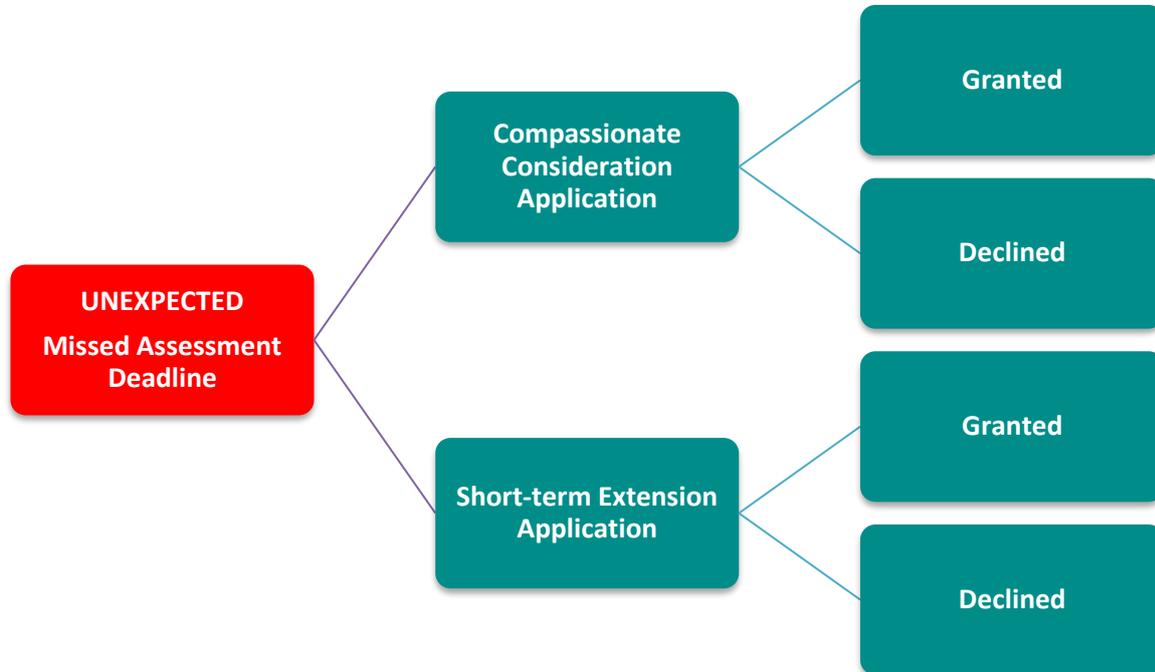


Figure 1.2 Unexpected Missed Assessment Deadlines Procedure

“Unexpected” missed assessment deadlines **include**, but are not limited to: illness (with medical certificate), involvement in an accident, etc. For further details relating to extenuating circumstances, see Section 2.3.

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed on the Assessment Plan for the programme and/or module.

In the event that, due to unforeseen circumstances, a learner may have missed an assessment deadline or may be aware that s/he will miss an impending assessment deadline, the learner may apply for (see Figure 1.2):

1. Assessment Deadlines: Short-term extensions (see Section 5.1)
or
2. Assessment Deadlines: Compassionate Consideration in extenuating circumstances (see *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure) using the appropriate application form.

5.1. Short-term Extension Application Procedure

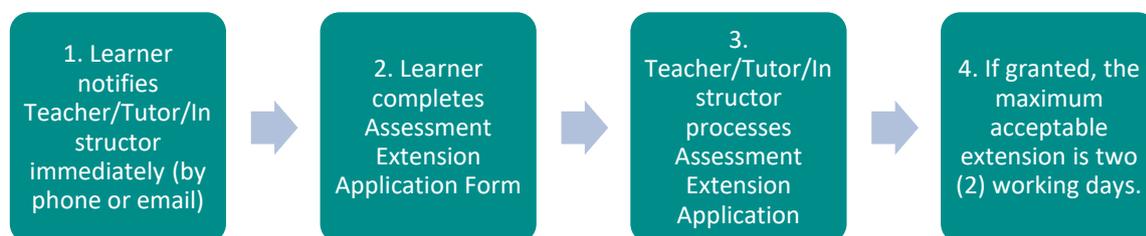


Figure 1.3 Assessment Extension Application Procedure

In the event that a learner may be aware that s/he will miss an impending assessment deadline or has missed an assessment deadline, the following procedure must take place within five (5) working days (see Figure 1.3). If there are extenuating circumstances, which will extend beyond the **defined timeframe**, the learner should proceed to the *Assessment Deadlines: Compassionate Consideration in extenuating circumstances* procedure.

1. Learner notifies Principal/Centre Manager/ Programme Co-ordinator **immediately (by phone or email)**

In the event that a learner **may miss** an impending assessment deadline or **has missed** an assessment deadline, the learner must notify the Principal/Centre Manager/ Programme Co-ordinator immediately (by phone or email). The Principal/Centre Manager/ Programme Co-ordinator will give due consideration to the learner. In some cases (where assessment evidence is required in hard copy), the learner **may** be eligible to submit the assessment evidence via email or other electronic method and subsequently submit the hard copy evidence (Assignment, Project, Collection of Work or Learner Record). (If the Principal/Centre Manager/ Programme Co-ordinator and Teacher/Tutor/Instructor agree that the assessment evidence sent via email (or other electronic method) is acceptable, the learner does not need to proceed with the Missed Assessment Deadline application.)

2. Learner completes Assessment Extension Application Form

The learner must complete an **Assessment Extension Application Form (Part A)**. Where *relevant evidence/documentation is available*, the learner must submit the evidence to the Principal/Centre Manager/ Programme Co-ordinator.

3. Principal/Centre Manager/ Programme Co-ordinator processes Assessment Extension Application

The Principal/Centre Manager/ Programme Co-ordinator must complete **Assessment Extension Application Form (Part B)** and process the application based on the circumstances and evidence (if any). The Principal/Centre Manager/ Programme Co-ordinator must either grant or decline the application for an extension of assessment deadline. It is at the discretion of the Principal/Centre Manager/ Programme Co-ordinator to grant or refuse an extension. A learner can appeal the outcome (see Section 6).

4. If granted, the maximum acceptable extension is five (5) working days.

If an Assessment Extension is granted:

Learner Evidence (Project, Learner Record, Assignment or Collection of Work): Where the application is successful, the learner evidence is accepted by the Principal/Centre Manager/ Programme Co-ordinator, Teacher/Tutor/Instructor and **should be marked and graded in accordance with the standards for the award**. The actual marks and grade awarded are determined solely on the basis of the evidence submitted in accordance with the standards for the award. **There is no mark/grade penalty under this procedure.**

In the case of unexpected missed assessment of a practical assessment (**Skills Demonstration/ Practical Examination**), it is at the discretion of the Kerry ETB as to whether the Kerry ETB can practically accommodate the learner at a re-sit at the next assessment period.

6. Assessment Extension Appeals

The learner has the right to appeal the decision in relation to assessment deadlines application decision. Appeals must be made within five (5) working day of the decision. All appeals must be made in writing using the Appeals Application Form (see Appendix 2). The Appeals process is processed in line with ETB appeals procedures.

Appendix 1: Application Form for Extenuating Circumstances and Short-term Extension of Assessment Deadline

APPLICATION FORM	
Part A: This section must be completed by the Learner	
Centre Name:	
Learner Name:	
Learner Address:	
PPS Number (only if requested for identification purposes):	
Course:	
Module(s):	
Teacher/Tutor/Instructor(s):	
Types of Assessment:	Examination <input type="checkbox"/> Project <input type="checkbox"/> Skills Demonstration <input type="checkbox"/> Learner Record <input type="checkbox"/> Assignment <input type="checkbox"/> Collection of Work <input type="checkbox"/>
Assessment Due Date:	
Reasons for requiring the extension:	
Supporting relevant evidence/documentation included:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of supporting relevant evidence/documentation:	
Learner Signature:	
Date:	

Learner Instructions: Please complete all sections of this application form and return it to the Principal/Centre Manager/ Programme Co-ordinator with supporting relevant evidence/documentation.

Part B:

Part B: (Office Use) This section must be completed by the Principal/Centre Manager/Programme Co-ordinator

Principal/Centre Manager/Programme Co-ordinator Name:	
Receipt date of application:	
Teacher/Tutor/Instructor Name(s):	
Date of meeting with Teacher/Tutor/Instructor(s):	
Application prior to or after the assessment activity/deadline:	Prior to <input type="checkbox"/> After <input type="checkbox"/>
Criteria:	Details:
➤ <i>Details of extenuating circumstances</i>	
➤ <i>Nature of the assessment activity</i>	
Application:	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
Declaration:	
I can confirm that: <ul style="list-style-type: none">➤ A meeting with the Teacher/Tutor/Instructor to discuss this application➤ There is sound evidence to grant or decline the application based on criteria above➤ If granted, this will not give the learner in question an unfair assessment advantage over other learners undertaking the assessment➤ I will inform the learner immediately of the decision by email or in writing.	
Signature:	
Date:	

Extenuating Circumstances and Short-term Extension of Assessment Deadline

**Part C: This section must be completed by the Principal/Centre
Manager/Programme Co-ordinator and returned to the Learner**

This section should accompany relevant assessment material when submitted.

Learner Name:	
Date of Decision:	
Outcome:	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
If granted, details of extended deadline etc.	

Appendix 2: Appeals Application Form

(Assessment Deadlines: Short-term Extension/Compassionate Consideration)

APPEALS APPLICATION FORM	
(Short-term Extension Assessment Deadlines /Compassionate Consideration)	
Part A: This section must be completed by the Learner	
Nature of Appeal:	Compassionate Consideration <input type="checkbox"/> Assessment Deadline <input type="checkbox"/>
Centre Name:	
Learner Name:	
Date of Appeals Application:	
Reason for Appeal:	
Reason why decision was declined:	
Details of supporting evidence provided:	

Part B: (Office Use) This section must be completed by the relevant ETB Principal/Centre Manager/Programme Co-ordinator

Name:	
Receipt date of application:	
Application:	I can confirm that a review of the Application has been completed and that the Appeal is: Granted <input type="checkbox"/> Declined <input type="checkbox"/>
Reason:	
Signature:	
Date:	