

## Assessment deadline extensions in extenuating circumstances (6.4)

### Purpose and scope of the procedure

This document describes the procedure for applying for a deadline extension for assessment(s) provided by Kerry ETB FET centres/programmes and Kerry College, or by organisations that are funded by Kerry ETB to provide further education and training. Assessment includes any tasks that contribute to the achievement of credit such as a Learner Record, Collection of Work, Project, Assignment, Examination, and Skills Demonstration.

Assessment Deadlines are detailed in the Assessment Plan (which is a QA requirement) for each programme and/or module.

It is the learner's responsibility to plan ahead so that the work necessary to complete assessments is spread out and their submission is not delayed; however, sometimes things happen which are serious and beyond the control of the learner (i.e. extenuating circumstances) and which affect a learner's ability to:

- submit work (i.e. complete an assessment activity)
- perform during a practical assessment (e.g. skills demonstration or examination)
- attend a practical assessment (e.g. skills demonstration or examination).

If this happens, learners can request a **short-term extension (1-5 working days)** and where appropriate a **compassionate consideration extension (6-10 working days)**. Requests can be made using the "Request for Extension" online form – the link to this form will be provided to learners by their Assessor and/or Principal/Campus Manager/Centre Manager/Programme Coordinator. Extensions shall only be given for valid reasons and are limited to the time required to complete the assessment. It is assumed that the learner will do everything possible to complete the assessment as soon as possible.

Please note that a request for an extension must be accompanied by supporting evidence/documentation.

See **Appendix I** for the principles of assessment as related to assessment deadlines.

See **Appendix 2** for a list of definitions of terms used in this procedure e.g. assessment deadline, missed assessment deadline(s).

See **Appendix 3** for an overview of the roles and responsibilities of the Principal/Campus Manager/Centre Manager/Programme Coordinator, Assessor<sup>1</sup>, and the learner regarding assessment deadlines and the extension process outlined in this procedure.

### **Please note the following:**

- Learners should bear in mind that requesting an extension should be a rare occurrence and for a valid reason.
- Where a learner misses an assessment deadline due to extenuating circumstances, the Assessor should **only** accept assessment evidence after that date if an extension has been granted through the process outlined in this procedure.
- If a learner expects to miss an assessment deadline (for a project, learner record, assignment or collection of work) due to circumstances that do not fall under extenuating circumstances (e.g. family event, job interview, court appearance) it is expected that the learner will **submit their assessment(s) in advance of the deadline**.

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<sup>1</sup> The Assessor is the teacher/instructor/tutor.

- If a learner **expects to miss a planned practical assessment due to extenuating circumstances**, the learner should communicate this to their Assessor and Principal/Campus Manager/Centre Manager/Programme Coordinator as soon as possible. Every attempt to facilitate this in the current assessment period will be made. However, due to time constraints, the nature of the assessment activity, and/or resources, this revised schedule may roll into the next assessment period/subsequent certification period.
- Please note that this procedure on Assessment Deadline Extensions in Extenuating Circumstances should be taken together with the Reasonable Accommodation procedure, where relevant.

### **What are extenuating circumstances?**

Extenuating circumstances are situations or events, which are serious, and beyond the control of the learner which:

- Unexpectedly interfere with a learner's ability to complete or sit an assessment;
- Prevent a learner from attending a substantial number of classes;
- Result in assessment deadlines being missed;
- Seriously impair the learner's performance in any assessments undertaken.

Such circumstances may include, but are not limited to:

- Short-term illness such as flu;
- Recent physical injury or mental health issue certified by a medical practitioner;
- Physical disability or chronic condition e.g. epilepsy, glandular fever, severe effects of pregnancy;
- Serious illness of a close family member or child for whom the learner is primary carer;
- Death of a close family member or close friend;
- Hospitalisation;
- Domestic crisis;
- A critical incident;
- Extreme weather.

### **What does not count as an extenuating circumstance?**

Extenuating circumstances should not include the following:

- Minor ailments such as a common cold;
- Typical symptoms associated with exam stress;
- Holidays or social activities;
- IT and/or computer failure (excluding in an Examination);
- Poor time management;
- Lack of awareness of deadlines;
- Language of instruction and assessment not being the learner's main language.

## Application process

See **Figure 1** below for an overview of the application process.

1. As a first step the learner should immediately **contact their Assessor and Principal/Campus Manager/Centre Manager/Programme Coordinator** to inform them that they have missed or expect to miss an assessment deadline or a practical assessment, or that the learner's performance in a practical assessment was seriously impaired due to extenuating circumstances.
2. The Principal/Campus Manager/Centre Manager/Programme Coordinator will **answer any questions the learner has about the Extension Procedure and will give due consideration to the learner.**
  - Please note that in some cases where assessment evidence is required in hard copy, the learner *may* be eligible to submit the assessment evidence digitally and submit the hard copy evidence (Assignment, Project, Collection of Work or Learner Record) at a later date. If the Principal/Campus Manager/Centre Manager/ Programme Co-ordinator and Assessor agree that the assessment evidence can be submitted digitally, the learner does not need to proceed with the extension application.
3. The learner will complete and submit the **"Request for Extension" online form.**
  - A request for an extension **must** be accompanied by supporting evidence/documentation, and must state the extenuating circumstances that occurred.
  - This evidence can include: a statement from a qualified professional practitioner such as a medical practitioner (e.g. doctor, psychologist), *An Garda Síochána*, a legal professional or the Principal/Campus Manager/Centre Manager/Programme Coordinator<sup>2</sup>.
  - All evidence must be on headed paper, legible, stamped, and dated.
4. The Assessor and the Principal/Campus Manager/Centre Manager/Programme Coordinator will **discuss the application.**
5. The Principal/Campus Manager/Centre Manager/Programme Coordinator will **make a decision.**

Considerations include:

  - Nature and severity of extenuating circumstances;
  - Application from learner;
  - Relevant supporting evidence/documentation;
  - Nature of the assessment activity or activities (Assignment, Project, Learner Record, Collection of Work, Skills Demonstration, and Examination).
6. The Principal/Campus Manager/Centre Manager/Programme Coordinator will complete the **Extension Outcome Form (Form A and B)** and notify the learner in writing of the outcome of their application (i.e. whether the application was granted or declined) within five (5) working days. In cases where the

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<sup>2</sup> In some cases, the Principal/Centre Manager/Programme Co-ordinator may be aware of circumstances whereby the learner may be unable to obtain a statement from another qualified professional (e.g. due to financial constraints) and may complete a statement for the learner while maintaining confidentiality.

extenuating circumstances are serious and exceptional, the Principal/Campus Manager/Centre Manager/Programme Coordinator may issue extensions for a learner across several modules.

**7. If the application is granted:**

- **A revised schedule for the assessment activity is put in place.** In the case of a deferral of an assessment event(s), every attempt to facilitate this deferral in the current assessment period will be made. However, due to constraints, the nature of the assessment activity, and/or resources, this revised schedule may roll into the following assessment period(s)/subsequent certification period(s).
- **Learner Evidence (Assignment, Project, Learner Record, Collection of Work and Skills Demonstration)** is accepted by the Principal/Centre Manager/Programme Coordinator or Assessor and **is 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.**
- **Note regarding Examinations:** a new examination paper, marking scheme and set of outline solutions will be used.

**8. If the application is declined:**

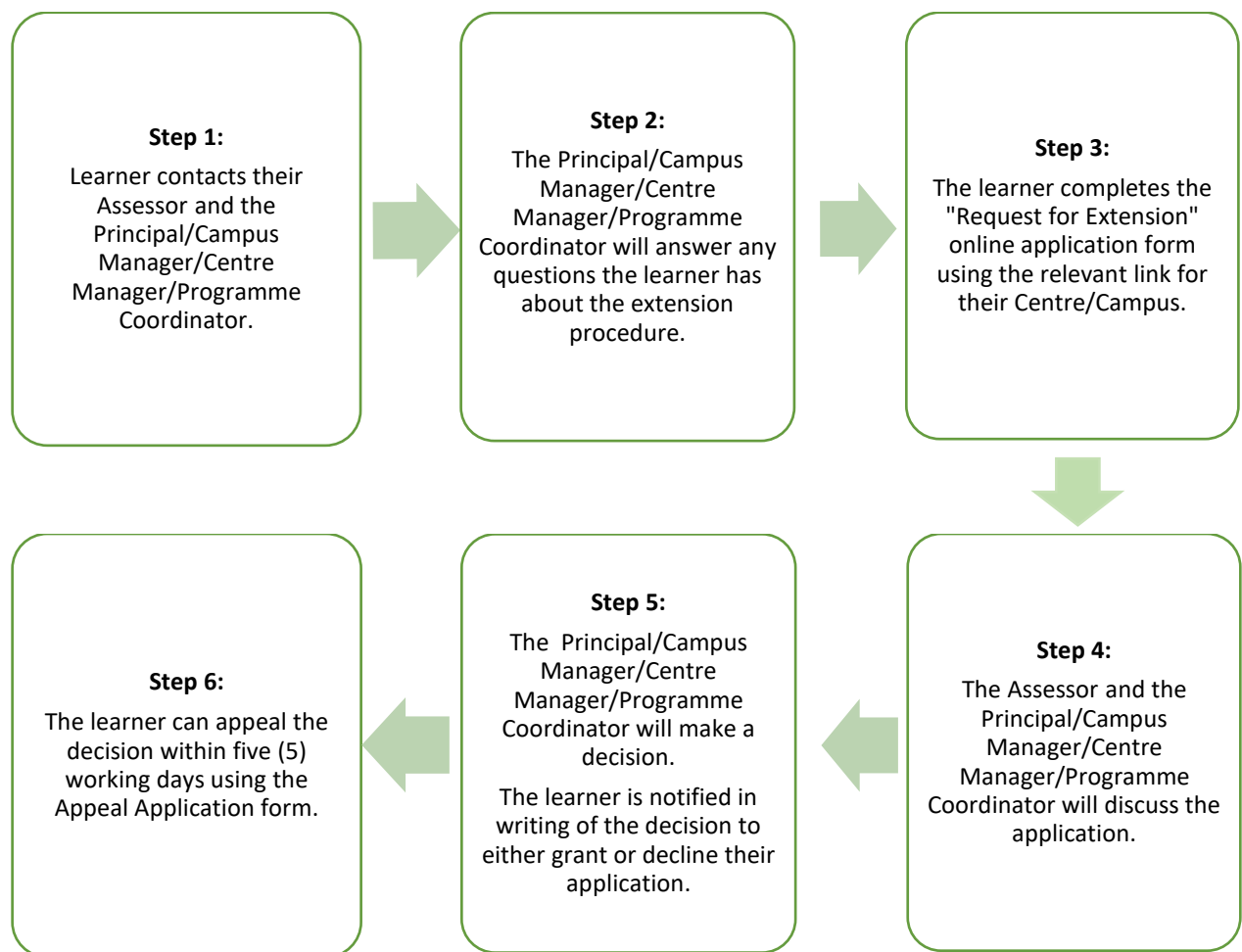
- If the application has been **declined**, the Principal/Campus Manager/Centre Manager/Programme Coordinator or Assessor will **not** accept the assessment evidence from the learner, and the original result for the assessment will apply.

**9. The learner can appeal the outcome.** Appeals must be made using the Appeals application form (Form C), and must be submitted within five (5) working days of the communication of the decision.<sup>3</sup> The Appeals process is processed in line with Kerry ETB appeals procedures.

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<sup>3</sup> Please note that in exceptional circumstances, the Principal/Centre Manager/Programme Co-ordinator may extend this time limit.

**Figure 1: Application process for an extension.**



## Appendix 1: Principles of assessment in relation to assessment deadlines and compassionate consideration

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 process described in this procedure 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 (short term extension or compassionate consideration) which will only be granted with supporting relevant evidence/documentation as to the 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.

## Appendix 2: Definitions

### 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.) as soon as is feasibly possible. These assessment deadlines should allow the learner adequate time in which to fully complete the assessment tasks. They should be communicated through, for example, the assessment plan, notice boards etc.

### Missed assessment deadlines

The term missed assessment deadline(s) refers to:

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

## Appendix 3: Roles and Responsibilities

### Principal/Campus Manager/Centre Manager/Programme Coordinator

- The Principal/Campus Manager/Centre Manager/Programme Coordinator is required to ensure all Assessors are made aware of their roles in relation to planning, conducting, and concluding assessment (*Learner Handbook, Assessor Handbook, notices etc.*).
- The Principal/Campus Manager/Centre Manager/Programme Coordinator, or designated person, is responsible for the management of the extension application process.

### The Assessor

- Assessment deadlines are identified by the Assessor and communicated to learners in advance of assessment 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 Assessor.
- Where a learner attempts to submit assessment evidence after a deadline, the Assessor should **only** accept assessment evidence after that date if an extension has been granted through the process outlined in this procedure.
- As part of the extension application process, the Assessor will discuss the application with the Principal/Campus Manager/Centre Manager/Programme Coordinator.

### The Learner

- Assessment deadlines are communicated to learners in advance of the assessment deadline (assessment plan, notice boards, etc.).
- The learner is required to keep up-to-date with relevant assessment deadlines and consequences for missing same (e.g. *Learner Handbook*, 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*).
- In the event of extenuating circumstances, the learner is required to complete the “Request for Extension” online application form using the guidelines in this document. The learner is required to provide relevant supporting evidence/documentation of the extenuating circumstances.

**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).



**Appendix 4: Form A - Extension Outcome Form (Office Use ONLY)**

<b>Extension Outcome Form (Office Use ONLY, Form A)</b>	
<b>Form A: (Office Use) This section must be completed by the Principal/Centre Manager/Programme Coordinator</b>	
<b>Principal/Centre Manager/Programme Coordinator Name:</b>	
<b>Receipt date of application:</b>	
<b>Teacher/Tutor/Instructor Name(s):</b>	
<b>Date of discussion with Teacher/Tutor/Instructor(s):</b>	
<b>Application prior to or after the assessment activity/deadline:</b>	Prior to the assessment activity/deadline <input type="checkbox"/> After the assessment activity/deadline <input type="checkbox"/>
<b>Criteria:</b>	<b>Details:</b>
<i>Details of extenuating circumstances</i>	
<i>Nature of the assessment activity</i>	
<b>Type of Application:</b>	Short term extension (1-5 working days) <input type="checkbox"/> Compassionate consideration extension (6-10 working days) <input type="checkbox"/>
<b>Application:</b>	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
<b>Declaration</b>	
I can confirm that: <ul style="list-style-type: none"> <li>• The application was discussed with the Teacher/Tutor/Instructor.</li> <li>• There is sound evidence to grant or decline the application based on criteria above</li> <li>• If granted, this will not give the learner in question an unfair assessment advantage over other learners undertaking the assessment</li> <li>• I will inform the learner immediately of the decision by email or in writing.</li> </ul>	
<b>Signature:</b>	
<b>Date:</b>	

**Appendix 5: Form B – Extension Outcome Form**

<b>Extension Outcome Form (Form B)</b>	
<b>Form B: This section must be completed by the Principal/Centre Manager/Programme Co-ordinator and returned to the Learner</b> <i>This section should accompany relevant assessment material when submitted.</i>	
<b>Learner Name:</b>	
<b>Date of Decision:</b>	
<b>Outcome:</b>	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
<b>If granted, details of extended deadline.</b>	

## Appendix 6: Form C – Appeals Application Form

Request for assessment deadline extension due to extenuating circumstances Appeals application form (Form C)	
Form C: This section must be completed by the Learner	
Nature of Appeal:	Short term extension (1-5 working days) <input type="checkbox"/>  Compassionate consideration extension (6-10 working days) <input type="checkbox"/>
Centre Name:	
Learner Name:	
Date of Appeals Application:	
Reason for Appeal:	
Reason why decision was declined:	
Details of supporting evidence provided:	

<b>Form C: (Office Use ONLY) This section must be completed by the relevant ETB Principal/Centre Manager/Programme Co-ordinator</b>	
<b>Name:</b>	
<b>Receipt date of application:</b>	
<b>Application:</b>	<p>I can confirm that a review of the Application has been completed and that the Appeal is:</p> <p><b>Granted</b> <input type="checkbox"/></p> <p><b>Declined</b> <input type="checkbox"/></p>
<b>Reason:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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<b>Resources:</b>	Appendix 1: Principles of assessment in relation to assessment deadlines and compassionate consideration  Appendix 2: Definitions  Appendix 3: Roles and Responsibilities  Appendix 4: Form A - Extension Outcome Form (Office Use ONLY)  Appendix 5: Form B – Extension Outcome Form  Appendix 6: Form C – Appeals Application Form