1. **Eligible circumstances**

   1.1. Extensions may be granted in circumstances including, but not limited to, the following:
   
   - illness or a medical condition, supported by a medical certificate
   - injury or physical or psychological trauma, impairment or incapacity arising from an event (e.g. as a result of a car accident), supported by a medical certificate and related documentation (e.g. police report)
   - the death or diagnosis of a serious illness of a close family member or friend, supported by documentary evidence, and an explanation of the nature of the relationship
   - illness of a child, parent/guardian, or spouse, for whom the student is the primary caregiver, supported by documentary evidence
   - an unforeseen event that substantially impacts on the preparation of an assignment, such as family breakdown or substantial change to economic circumstances (e.g. bankruptcy), supported by documentary evidence
   - legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, supported by documentary evidence.

   1.2. In addition to the above, circumstances that substantially affect the completion of a short-turnaround assessment (e.g. assignments to be completed overnight or over a weekend) include, but are not limited to:
   
   - obligatory involvement in a religious ceremony or cultural event of a unique nature, supported by documentation from a relevant official or leader
   - an intense, short-term illness, such as a migraine, that occurred during the time set for the task, supported by a statement from a medical practitioner.

2. **Ineligible circumstances**

   2.1. Extensions will not be granted for the following circumstances:
   
   - Computer failure
   
   Software crashes, disk failures and printing difficulties are an unavoidable aspect of computer use and should be anticipated and planned for. The subject coordinator may, at their own discretion, grant an exception where computer failure affects submission of an assignment which had preparation time of less than a week, in which case an extension of up to 24 hours may be granted.

   - Assessment tasks in other subjects due
   
   Students are given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. This specifically includes assessment resulting from an approved overload.

   - Employment responsibilities and routine financial support needs

   - Stress or 'normal' anxiety
   
   The stress or anxiety normally associated with the completion of required assessment tasks or any aspect of course work is not considered grounds for an extension. A medically diagnosed anxiety disorder may be grounds for an extension or other accommodation under the Student Equitable Adjustment Procedure

   - Study difficulties
   
   Difficulties adjusting to university life, the self discipline needed to study effectively, and the demands of academic work, or resulting from a lack of knowledge of the
requirements of academic work or failing to anticipate correctly the time required to complete a specific task, are not grounds for extensions. Students should consult with a student adviser about the options provided by support programs such as the learning skills programs offered by Academic Skills.

- Language difficulties
  Students are expected to possess a specified competency in English. Students experiencing English language difficulties should consult with a student adviser about ESL support options, such as those offered by Academic Skills.

- Minor inconvenience

- Regular, normal life events, such as family life, work, sporting activities, social and other commitments

- Minor interruptions and disruption to routine that might result from minor illness, mishap or other minor adversity.

2.2. In addition to the above, it will also be inappropriate to grant an extension where:

- the nature of the assessment precludes the granting of additional time (e.g. a problem set for which the answers have been released)

- the subject is taught intensively and the assessment is tightly integrated into teaching

- the program relies on integrated assessment across more than one subject.

In these cases it will sometimes be possible to provide consideration or make adjustments under the Special Consideration Procedure or the Student Equitable Adjustment Procedure.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

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