



# **ASSESSMENT DEADLINES: SHORT-TERM EXTENSIONS PROCEDURE (FULL-TIME PROVISION)**

Division	Further Education and Training
Policy Area	Quality Assurance: Assessment Policy
Version	1.1
Date	Created: February 2018 Approved: July 2018 Implemented: September 2019
Monitored	Annually
Responsibility	Quality Council
Review Date	September 2020
This procedure document is an uncontrolled copy. Each staff member should consult StaffCONNECT for the latest version of this document.	

## Table of Contents

Table of Contents.....	2
1. List of Figures .....	3
2. Definitions.....	4
2.1. Assessment Deadlines.....	4
2.2. Missed Assessment Deadlines .....	4
2.3. Short-term Extension .....	4
2.4. Examples of Extenuating Circumstances (Short-term Extension).....	4
3. Principles of Assessment in Relation to Assessment Deadlines .....	6
3.1. Principles of Assessment.....	6
3.1.1. Validity .....	6
3.1.2. Reliability.....	6
3.1.3. Fair .....	6
3.1.4. Quality.....	6
3.1.5. Transparency.....	7
4. Assessment Deadlines Roles and Responsibilities.....	8
4.1. The Provision Co-ordinator .....	8
4.2. The Assessor.....	8
4.3. The Learner .....	8
5. “EXPECTED” Missed Assessment Deadline Process.....	9
5.1. Submission of Learner Assessment Evidence with a Specific Assessment Deadline (e.g. Project, Learner Record, Assignment or Collection of Work).....	9
5.2. Practical Assessment (e.g. Examination or Skills Demonstration) on a Specific Date .....	10
6. “UNEXPECTED” Missed Assessment Deadlines Process .....	10
6.1. Short-term Extension Application Process.....	11
7. Assessment Extension Appeals.....	13

## 1. List of Figures

Figure 1 Expected Missed Assessment Deadlines Process .....	9
Figure 2 Unexpected Missed Assessment Deadlines Process.....	10
Figure 3 Assessment Extension Application Process .....	11

## 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 deadline” 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 5) or “Unexpected” (see Section 6).

### 2.3. Short-term Extension

The term “short-term extension” refers to a **defined timeframe**: an assessment deadline will be extended within this timeframe in the case of extenuating circumstances. The recommended maximum acceptable extension is **two (2) working days**.

If the circumstances are expected to extend beyond a short-term extension, the process for **Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances Procedure** 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**

## 2.5. Supporting Relevant Evidence/Documentation

Supporting relevant evidence/documentation refers to:

- **A statement from a qualified professional practitioner.** Examples of statements from a qualified professional practitioner necessary for consideration of a short-term extension include, but are not limited to:
    - Statement from medical practitioner (e.g. doctor, psychologist, etc.)
    - Statement from An Garda Síochána/legal professional
    - Statement from Provision Co-ordinator
      - In extenuating cases, the Provision Co-ordinator or Provision Manager 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 (see [Short-term Extension Statement from Provision](#))
- or**
- **Other source (if requested), for example RIP.ie.**

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

### **3. Principles of Assessment in Relation to Assessment Deadlines**

Quality assured assessment ensures that, in criterion referenced assessment, “learners are assessed and the assessment judgment is made based on whether the learner has reached the required national standards of knowledge, skill and competence for the award” (QQI, Revised 2018, p.5). Central to quality assured assessment is the assumption that learners are assessed in a fair and consistent manner in line with the award standard. Quality assured assessment ensures adherence to the principles of assessment.

The following sets forth the principles of assessment which apply to this document: these principles are based on the QQI (Revised 2018) principles of assessment.

#### **3.1. Principles of Assessment**

##### **3.1.1. Validity**

Validity is a fundamental assessment principle ensuring that an assessment measures what it is designed to measure: the relevant standard of knowledge, skill or competence required for an award should be assessed.

Validity in assessment occurs when:

- Assessment is fit for purpose (i.e. a practical assessment assesses a practical skill)
- Learners can produce evidence which can be measured against the award standard
- Assessors can make accurate assessment decisions
- Assessment is accessible to all candidates who are potentially able to achieve it

##### **3.1.2. Reliability**

Reliability in assessment ensures that assessment measurement is accurate: the knowledge, skills and competence which the assessment measures should produce reliable and accurate results. Reliability in assessment ensures that results are consistent under similar conditions.

Reliability in assessment occurs when:

- The assessment is based on valid assessment techniques
- Assessment conditions are consistent
- Learner evidence is reliable
- Results are consistent over time across various assessors, contexts, conditions and learners

##### **3.1.3. Fair**

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all learners. Fairness in assessment ensures learners have access to appropriate resources/equipment in assessment; assessment design and implementation are fair to all learners; and policies and procedures exist to ensure fair assessment of learners.

##### **3.1.4. Quality**

Quality in assessment ensures that all assessment processes are quality assured.

### **3.1.5. Transparency**

Transparency in assessment ensures that assessment policy and procedures provide clarity to all relevant stakeholders.

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 process should be followed in relation to the deadlines for submission of learner evidence. Limerick and Clare Education and Training Board'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.

## 4. Assessment Deadlines Roles and Responsibilities

### 4.1. The Provision Co-ordinator

The Provision Co-ordinator must ensure that the Assessor and the learner are made aware of their responsibilities in relation to assessment deadlines (e.g. Learner Handbook<sup>1</sup>, notices, etc.).

In the event of a missed assessment deadline, the Provision Co-ordinator is responsible for the management of the application to extend the deadline.

### 4.2. The Assessor

Assessment deadlines are identified by the Assessor and communicated to learners in advance of assessment (notice boards, etc.) and included in the **02\_Module Outline template** (Quality Assurance (QA) requirement). Learners are expected to present assessment evidence on or in advance of the deadline identified by the Assessor unless there are extenuating circumstances.

Where a learner attempts to submit assessment evidence after a deadline, the Assessor **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 Provision Co-ordinator.

### 4.3. 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).

---

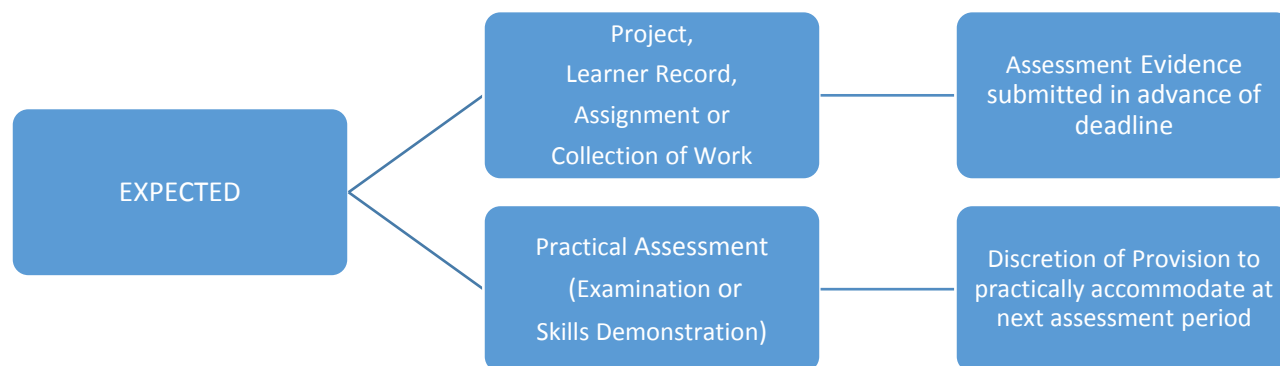
<sup>1</sup> The *Learner Handbook* is currently under development



## 5. “EXPECTED” Missed Assessment Deadline Process

Any **expected** missed assessment deadlines or practical assessments should follow the process outlined in Figure 1.

**Figure 1 Expected Missed Assessment Deadlines Process**



“**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 **02\_Module Outline template** (Quality Assurance (QA) requirement) for the programme and/or module.

On occasion, prior to the commencement of the course/programme or once the assessment dates have 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 process should be followed in relation to an expected missed assessment deadline or practical assessment (see Figure 1).

### 5.1. 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.

However, if they are unable to submit evidence in advance due to extenuating circumstances the learner can apply for:

- Short-term Extension (see Section 6.3)
- or
- Compassionate Consideration in Extenuating Circumstances (see **Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances Procedure**) using the appropriate application form.

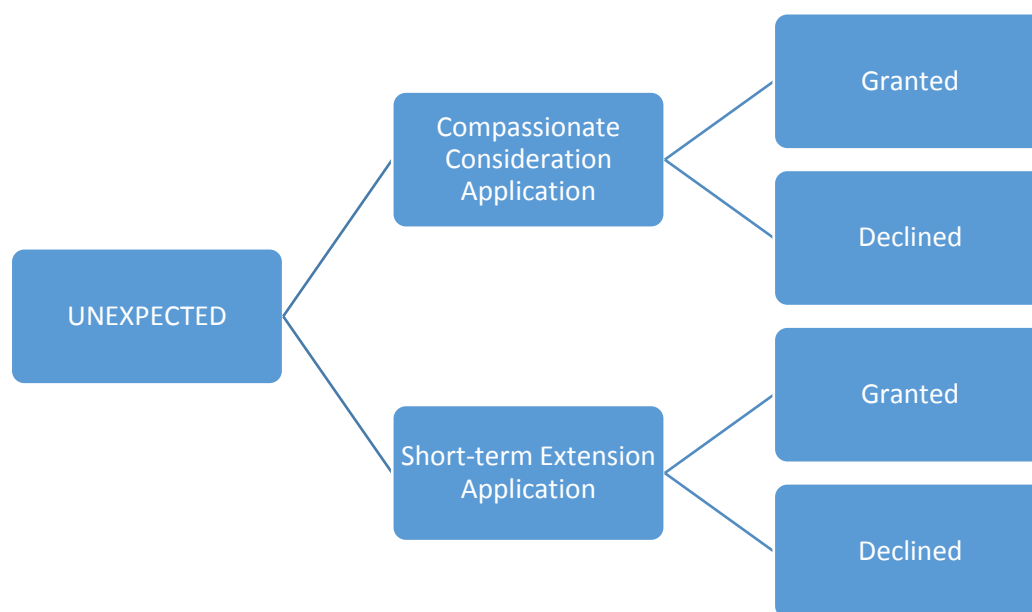
## 5.2. Practical Assessment (e.g. Examination or Skills Demonstration) on a Specific Date

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 Provision as to whether the Provision can practically accommodate the learner at an alternative sitting at the next assessment period.

## 6. “UNEXPECTED” Missed Assessment Deadlines Process

Any **unexpected** missed assessment deadlines or practical assessments should follow the process outlined in Figure 2.

**Figure 2 Unexpected Missed Assessment Deadlines Process**



“**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 2.4.

Assessment Deadlines are planned in advance of a programme or module and assessment deadlines are detailed in the **02\_Module Outline template** for the programme and/or module.

In the event that, due to unforeseen circumstances, a learner has missed an assessment deadline, the following process should be followed in relation to an unexpected missed assessment deadline or practical assessment (see Figure 2).

### 6.1. Submission of Learner Assessment Evidence with a Specific Assessment Deadline (e.g. Project, Learner Record, Assignment or Collection of Work)

- Short-term Extension (see Section 6.3) or
- Compassionate Consideration in Extenuating Circumstances (see **Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances Procedure**) using the appropriate application form.

### 6.2. Practical Assessment (e.g. Examination or Skills Demonstration) on a Specific Date

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

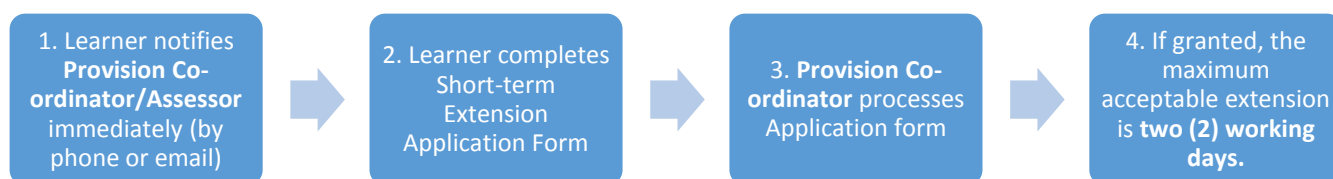
### 6.3. Short-term Extension Application Process

---

**Figure 3 Assessment Extension Application Process**

---

Short-term extension applications should follow the process outlined in Figure 3.



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 process must take place within a **defined timeframe maximum of two (2) working days** (see Figure 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**.

#### Process Steps:

##### 1. Learner notifies Provision 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 Provision Co-ordinator immediately (by phone or email). The Provision 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 Provision Co-ordinator and Assessor agree that the assessment evidence sent via email or other electronic

method is acceptable, the learner does not need to proceed with the Short-term Extension application form.

## 2. Learner completes Short-term Extension Application Form

The learner must complete a [Short-term Extension Application Form \(Part A\)](#). Where relevant evidence/documentation is available, the learner must submit the evidence to the Provision Co-ordinator.

## 3. Provision Co-ordinator processes Short-term Extension Application

The Provision Co-ordinator must complete [Short-term Extension Application Form \(Part B\)](#) and process the application based on the circumstances and evidence (if any). The Provision Co-ordinator must either grant or decline the application for an extension of assessment deadline. It is at the discretion of the Provision Co-ordinator to grant or refuse an extension. A learner can appeal the outcome (see Section 7).

## 4. Learner and assessor are informed in writing (or other appropriate format) of the outcome.

### a) **Granted:**

If **granted**, the maximum acceptable extension is as per the defined timeframe (**two (2) working days**).

#### **If an Assessment Extension is granted:**

Where the application is successful, the learner evidence (Project, Learner Record, Assignment or Collection of Work) is accepted by the Provision Co-ordinator/Assessor 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 Provision as to whether the Provision can practically accommodate the learner at a re-sit within the next assessment period.

### b) **Declined:**

If the decision is that the short-term extension application has been **declined**, the following outcomes will apply:

- If the learner is submitting an Assignment, Learner Record, Collection of Work, Project or Skills Demonstration, then the Provision Co-ordinator or Assessor will refuse to accept the assessment evidence from the learner for marking/grading.
- If an application is for non-attendance at a practical assessment (Examination or Skills Demonstration) no new date will be offered.

The learner has the right to appeal (see Section 7).

## 7. Short-term Extension Appeals

The learner has the right to appeal the assessment deadlines application decision. Appeals must be made within a defined timeframe (**one (1) working day**) of the decision. All appeals must be made in writing using the [Short-term Extension Appeals Application Form](#).

Assessment evidence must be submitted with application form and retained by the Provision Co-ordinator until the completion of the appeals process.

All Appeals will be processed by the External Appeals Office located in the Quality Assurance Support Service Office.

**Decisions on appeals are final.**

---

## References

QQI (2018 Revised) *Quality Assuring Assessment Guidelines for Providers*. Ireland: QQI. Available from: <https://www.qqi.ie/Downloads/Quality%20Assuring%20Assessment%20-%20Guidelines%20for%20Providers%20Revised%202013.pdf> [accessed 2<sup>nd</sup> April 2019].