

# Assignment Extension Policy





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*to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.*

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# 1. Scope

The 21 Academy Assignment Submission Deadline Extension Policy applies for specific assessment methods listed in this policy which may be part of or, the only assessment method, for a particular module or a study programme offered by the Academy.

# 2. Student Obligations

21 Academy considers time management to be a crucial student quality and a vital professional ability. By setting deadlines for assessments, the Academy strives to foster the development of this skill. Long extensions may impede marking and postpone the distribution of grades and feedback to the rest of the cohort.

As a result, it is a general requirement for students to turn in assignments by the deadline. Extension requests should be exceptional.

# 3. Assessment methods eligible for extensions

Extensions may be given for the following assessment methods, subject to this policy:

1. Written Assignments
2. Reflective Notes

# 4. Assessment methods not eligible for extensions (both online and in-class)

1. Assessments involving group work
2. Individual/Group Presentations
3. Multiple Choice Exams
4. Open Book Examinations
5. Oral Examinations
6. Self-Assessment Exams
7. Simulations

Ineligible Assessments that are not submitted, completed, or sat for by the deadline or sitting date, are not eligible to be scored, unless specifically stated otherwise in this policy.

If a student is unable to secure an extension due to unforeseen circumstances, they may be eligible for special consideration.

## 5. Assessment Due Date

The Assessment due date is the one published in the Course Resource Centre and also made available on the Assignment Submission Form.

## 6. Submission Method

All assignments, reflective notes, and other assessment methods that require submission must be submitted together with the respective Submission Form in accordance with the Academy's submission procedure at the time by not later than 23.59hrs on the indicated submission deadline date.

A PDF copy of presentations should be submitted by email to the Academy at least 30 minutes before the start of the session when it is meant to be delivered.

## 7. Extensions

A request for a submission deadline extension should be submitted as early as possible, preferably by the deadline on the assignment's initial due date.

Retrospective extensions may be taken into consideration in extraordinary cases only.

### **Extension Length**

The normal length of a Short Extension is typically that of up to seven (7) days. For a short extension, supporting documentation is not necessary.

For more serious personal health issues, unforeseen work or family obligations, or other extenuating circumstances that affect the student's capacity to complete the assessment task by the due date or with a Short Extension, the Academy may approve a Long Extension. Supporting documentation will be required for requests for lengthy extensions.

### **Grounds for a Short Extension (up to 7 days)**

Valid grounds for a short extension are:

- Personal health problems,
- Unexpected work commitments
- Unexpected family commitments,
- Other extenuating circumstances beyond the control of the student.

### **Grounds for a Long Extension (longer than 7 days)**

Valid grounds for a long extension are:

- Personal health problems,
- Unexpected work commitments
- Unexpected family commitments,
- Other extenuating circumstances beyond the control of the student

These reasons must interfere the student from being able to study or finish assignments within an additional seven days of the initial due date.

The academy reserves the right to deny any application after considering each student's prior requests for assignment extensions. Repeated requests for assignment extensions, may indicate a failure to manage the workload.

## **8. Applying for an Extension**

An application for an extension is made by filling in the form made available in the Course Resource Centre. This is then to be sent to the Academy Administration via email on [info@advisory21.com.mt](mailto:info@advisory21.com.mt) or as directed on the same form.

Applications for Short Extensions do not require supporting documentation. Applications for a Long Extension must be accompanied by supporting documentation.

## **9. Supporting Documentation**

Supporting documents necessary for extensions requests longer than 7 days are as listed below:

## Adverse Circumstances

Personal Health Problems:

Unexpected work commitments:

Family Commitments:

Other extenuating Circumstances :

## Supporting Documentation

- The date on which the student was examined; and
- The dates that the student's study was or will be impacted by illness
- Signed letter from employer or supervisor; or
- If self-employed, a statutory declaration
- A short explanation of the circumstances
- A form of corroborative document evidence such as funeral notice or police report



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