



Assessment seven day auto-extension – frequently asked questions

Will the system actually “block” a student from applying a second time for auto-seven day extension?

Yes, it does. Once it is used for that offering of the subject it will not appear again when they go into the Special Considerations options for that subject.

Does the single auto-extension per subject apply to 8, 12, and 16-point subjects? Or do 12 and 16-point subjects with more assessment items get an additional auto-extension?

It is one per subject per session regardless of the number of points – but is only available currently for 30, 30 & 90 sessions and not yearlong subjects

Why the change?

This is driven to improve the student experience. Students currently have to apply for special consideration and are uncertain if it will be approved, it will ensure there is consistency across all subjects, allows students to maintain privacy on sensitive issues, provides clear direction for staff, assists students on study plans and has the potential to remove attractiveness of cheating as deadlines loom. In 2022 there were around 22,000 special consideration applications processed, this change will not remove all the special consideration applications, it will however allow for time to be spent on the applications that need it.

When will students be able to see and use the option for seven day extension in Special Considerations page?

Latest possible time this change will be live is 20 March 2023. Students can still use the normal special consideration process prior to this option being added to the Special Consideration drop down menu if needed.

How will students know if their assessment is excluded?

The messaging to students advises if the assessment item is an exam, intensive school, workplace learning, laboratory/fieldwork or time dependent task they cannot use it. A pop-up box appears as part of the application process to remind them of the exclusions which also mentions they should contact their subject coordinator if they are unsure. Teaching staff are encouraged to advise students when discussing assessment items if any are excluded so they understand early that the seven day automatic extension is not available for that specific item. In the future sessions, as subject outlines are developed, assessment items that are workplace learning, intensive schools, exams, expos, and time specific presentations could be noted as excluded from this option.

What if students use it for an assessment item that is excluded?

The subject coordinator will need to advise the student that the assessment item is excluded. Due to the workflow, it is not possible to cancel the application once submitted so students will not be able to cancel the application. If the student subsequently requires an extension in the same subject, they will have to use the normal special consideration process which includes provision of a reason and evidence.

Will there be communication to students?

In addition to the information in the subject outlines and your interactions with students around the seven day extension the Continuous Improvement team have been involved in amending the “How do I apply for an in-session extension for an assignment” [Knowledge article \(KA-01441\)](#) for the students. The Student Communications team are involved and some general messaging will be rolled out at appropriate times.

How many times can a student use the automatic extension?

A student can use their automatic extension once per subject per session.

How will I know if a student has used their automatic extension?

When the student submits the request online, they receive an automatic confirmation which is also copied to the Subject convenor. Reporting will be built after the start of session.

How does a student apply?

An additional option has been added to the drop down menu on the Special Considerations form for the “Automatic extension”

Do I get to approve it?

No, it is automatically approved. Subject convenors will receive a confirmation email from the system.

When will it commence?

This will be in place for 202330 and sessions 30, 60 & 90 thereafter

Are there any exclusions?

This is for in session assessments only and excludes workplace learning, intensive schools, exams, expos, time specific presentation

What if they need more than seven days or need a second extension later in the session?

The normal special consideration process remains in place.

What about year long subjects?

At this stage we are implementing in sessions 30, 60 & 90. Once this is up and running other session codes will be considered. Micro sessions are excluded.

