



THE UNIVERSITY
of ADELAIDE

Assessment Extension Requirements in the Faculty of Arts

The Faculty of Arts processes applications for Assessment Extensions in strict adherence to the University's [Modified arrangements for coursework Assessment policy](#).

Students seeking an assessment extension in a Faculty of Arts course are advised of the following key requirements:

- All Assessment Extensions must be submitted on the [Assessment Extension Form](#).
- All applications for Assessment Extensions in Faculty of Arts courses should be submitted directly to the Faculty of Arts office via email to arts@adelaide.edu.au.
- Applications for Assessment Extensions must be submitted prior to the Assessment Deadline. Students should also indicate the additional duration they are applying for.
- If a student has a Medical Circumstance, where possible, the medical section of the relevant form must be completed in full and signed by a medical or health practitioner registered with the Australian Health Practitioner Registration Agency. Where this is not possible, students may complete a personal statement and sign a declaration that the information provided is true and accurate. For the purpose of this policy, a medical certificate on its own will not be accepted as evidence of a Medical Circumstance.
- If a student has Compassionate and/or Extenuating Circumstances, where possible the relevant form should either be accompanied by sufficient written evidence from a person or authority able to independently corroborate the student's claims regarding their Circumstances or the relevant section of the form must be completed by a University Counsellor or Student Advisor who is able to independently verify the student's claims. Where this is not possible, students may complete a personal statement and sign a declaration that the information provided is true and accurate. Examples of support evidence are provided on the application form.
- When Assessment Extension Applications are received, the Faculty of Arts office will consult with the relevant Course Coordinator as necessary. Students will be notified of the outcome via their student email address.
- Students with an Access Plan should attach a copy of their plan when emailing the Course Coordinator for an extension. A standard extension of up to 5 calendar days may be granted without the need to complete the Assessment Extension Form, however this may not be possible within all courses or for all assessment formats (e.g. group work assignments/weekly assessments). Students seeking an extension relating to a health issue that is not included in

the medical documentation already provided to Disability Support will need to follow the Modified Arrangements for Coursework Assessment (MACA) guidelines. Access Plan extension requests beyond 5 calendar days will require completion of the [Assessment Extension Form](#).

- For assessments weighted 20% or less, students may speak to their Course Coordinator before completing any documentation as the level of required documentation may be reduced.