



# MODIFIED ARRANGEMENTS FOR COURSEWORK ASSESSMENT (MACA) – ASSESSMENT EXTENSION PROCESS: QUICK REFERENCE GUIDE FOR STUDENTS

This document is a quick reference guide for all students who are enrolled in Faculty of Arts courses and need to apply for Assessment Extensions. This guide is in accordance with the University's [Modified Arrangements for Coursework Assessment Policy](#).

## 1. How to lodge your Assessment Extension application.

- Students complete the University's Application for Assessment Extension form available at the following site: <https://www.adelaide.edu.au/student/exams/forms-for-students>.
- The Assessment Extension application form is also referred to by staff as a MACA form.
- Students must follow the instructions on the form and include all required information.
- Students must scan and merge the Assessment Extension application into a single electronic file (e.g. PDF). Note that Course Coordinators can only accept electronic copies of the extension form.
- Students email the completed Assessment Extension form direct to the Course Coordinator.
- The Course Coordinator will review the request and advise the student of the outcome via reply email. A copy of the application and the outcome will also be sent to the Faculty of Arts office to be placed on the student's file.
- If the Course Coordinator has concerns about an application, they may consult with the Faculty of Arts Office.

## 2. Applications where the assessment is worth 20% or less

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

## 3. Applying for short extensions within 24 hours of the original due date

- Clause 6a) ii The Course Coordinator may approve late submission of an assessment task without submission of the Application for Assessment Extension form provided the length of the extension is less than 24 hours after the Assessment Deadline, to the advantage of the student, variations are applied consistently, and the nature and conditions of the Assessment Extension are documented.
- If students are applying for a short extension (i.e. within 24 hours of the original due date) they are still required to request the extension prior to the original assessment due date.
- Approval of a short extension means the 7-day late penalty period will commence immediately after the 24-hour period. See item 6 for further information.

## 4. Students with an Access Plan

- Students with an Access Plan from [Disability Support](#) 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 and/or seeking an extension beyond 5 calendar days will need to complete the [Assessment Extension application form](#).

## **5. Extension of an Extension**

- A student can apply for an extension on top of an existing extension (e.g. if the student becomes unwell during the timeframe of the first extension). The standard rules apply: the student must apply prior to the existing extension deadline and they must provide additional support evidence if the additional time is not justified in their original evidence.

## **6. Faculty of Arts 7 day lateness period**

- For work that is late without a formal extension, 2 percentage points will be deducted from the mark for every day (or part thereof) the work is late to a maximum of 7 days (including weekends and public holidays). For example, an assignment that is 3 days late: raw score of 80% - 6 marks lateness deduction = 74% final mark. For work with a formal extension, these penalties will apply from the extended due date.
- There will be a cut-off date for each assignment of 7 days (including weekends and public holidays) after the original due date. Work will not be accepted after the cut-off date, and a mark of zero will automatically be awarded for the assignment.
- A student cannot seek an “extension” of the 7-day lateness period. For example, if a student becomes unwell during the 7 days after the assessment due date, they will not be entitled to any additional days for a late submission to cover the period that they were unwell. Students who submit an assignment late do so at their own risk.
- If a student has been approved in writing for a short extension (i.e. a new due date that is within 24 hours of the original due date), the 7 day lateness period will commence exactly 24 hours after the original assessment due date.

## **7. List of University of Adelaide Support Services**

- Students applying for assessment extensions on Compassionate grounds can seek assistance from the following University of Adelaide support staff who may also be able to independently verify the student’s claims for an extension:
  - University Counsellor from [Counselling Support](#).
  - Disability Advisor from [Disability Support](#) (where students are already registered with Disability Support).
  - International Student Support Advisor from [International Student Support](#).
  - Education and Welfare Officer from [Student Care](#).
  - Wirrtu Yarlur Student Service Officer from [Wirrtu Yarlur](#).
  - Elite Athlete Coordinator from [Elite Athlete Support](#).