LAAT Assessment Extension Policy (Adopted)

Policy title: Assessment Extension Policy (Adopted)
Document reference: LAAT-STD-POL-A03
Department / Function: Academic Quality & Standards
Policy Owner: Academic Dean
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Approving Body: Academic Board
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Regulatory Alignment with Office for Students (OfS) Conditions

The Assessment Extension Policy forms part of the London Academy for Applied Technology's (LAAT) academic governance and assessment framework and supports fairness, consistency, and transparency in the management of assessment deadlines.

The policy aligns with ***OfS Condition B4 (Assessment and Awards)*** by ensuring that assessment deadlines and any approved extensions are managed in accordance with approved academic regulations and do not compromise the integrity, validity, or comparability of assessment outcomes. The policy provides a structured and consistent process for considering extension requests, ensuring that decisions are evidence-based, proportionate, and applied equitably across cohorts, thereby safeguarding academic standards.

The policy also aligns with ***OfS Condition C1 (Consumer Protection)*** by providing students with clear, accessible, and accurate information about the circumstances in which assessment extensions may be requested, the process for submitting a request, applicable timescales, and how decisions will be communicated. This ensures that students understand their rights and responsibilities and are treated fairly and transparently.

The policy is informed by relevant sector reference points, including the ***UK Quality Code for Higher Education***, and is implemented through LAAT's ***academic governance and quality*** assurance arrangements to ensure consistent application, appropriate oversight, and continuous enhancement.

Terms of Reference

1. Purpose

This policy sets out the principles and procedures for requesting and granting assessment extensions at the London Academy for Applied Technology (LAAT). It aims to ensure that requests for extensions are considered in a fair, transparent, and consistent manner across all programmes.

The policy ensures that:

- Students are treated fairly and consistently
- Assessment standards are maintained
- Decisions align with Plymouth Marjon University assessment regulations
- LAAT meets OfS Conditions C1 and B4

2. Scope

This policy applies to:

- All students registered on LAAT higher education programmes validated by Plymouth Marjon University
- Coursework-based assessments only
- Requests made before the original submission deadline

This policy does **not** apply to:

- Examinations or time-limited assessments
- Retrospective requests after a deadline has passed
- Circumstances requiring formal consideration under the Extenuating Circumstances Policy

3. Definition of an Assessment Extension

An assessment extension is:

- A short, time-limited extension to an assessment deadline
- Granted in advance of the deadline
- Intended to address minor, short-term disruption

Examples may include:

- Short-term illness
- Temporary personal or family issues
- Unforeseen technical issues (with evidence)

4. Circumstances Not Normally Accepted

Assessment extensions will not normally be granted for:

- Poor time management
- Work or travel commitments
- Minor technical issues without evidence
- Issues that could reasonably have been anticipated

Where circumstances are serious, ongoing, or impact multiple assessments, students must apply under the Extenuating Circumstances Policy instead.

5. Application Process

- Students must submit an Assessment Extension Request using the approved form
- Requests must be made before the assessment deadline
- Supporting evidence may be required
- Applications are reviewed by the Programme Team / Academic Quality function

6. Responsibilities

6.1 Students

- plan assessment workloads effectively
- submit extension requests in a timely manner
- provide accurate information and evidence where required

6.2 Staff

- apply this policy consistently and fairly
- make timely decisions
- maintain confidentiality and data protection

7. Decision-Making Authority

- Extensions are approved by the Programme Lead or nominee, in line with PMU regulations
- Decisions are made consistently and proportionately
- Outcomes are communicated to students in writing

8. Effect of an Approved Extension

8.1 Where an extension is approved:

- the revised deadline will be confirmed in writing;
- no academic penalty will be applied for submission by the revised deadline.

8.2 Failure to submit by the revised deadline will normally result in the application of standard late submission penalties or a mark of zero, in accordance with assessment regulations.

9. Relationship to Extenuating Circumstances

9.1 Extensions are intended to address short-term issues only.

9.2 Students experiencing:

- serious illness;
- ongoing personal difficulties;
- multiple assessments affected; or
- circumstances preventing submission even with an extension

should submit a claim under the Extenuating Circumstances Policy instead of, or in addition to, an extension request.

10. Duration of Extensions

- Extensions are normally limited to a short period (e.g. up to 5 working days)
- Longer extensions are not permitted under this policy
- Where additional time is required, students must apply for Extenuating Circumstances

11. Impact on Assessment and Marks

- Approved extensions allow submission without late penalty
- Marks are considered at the Module Assessment Board (MAB) in the normal way
- Unapproved late submissions will be subject to assessment penalties

12. Record-Keeping and Reporting

- All approved extensions are recorded in the Student Record System
- Decisions are made available to the Module Assessment Board
- Extension data is reviewed periodically to identify patterns or concerns

13. Appeals

- Students may not appeal academic judgement regarding extensions
- Appeals may be submitted only where procedural irregularity is alleged, under the Academic Appeals Policy

14. Governance and Review

- Oversight is provided by the Academic Quality Panel
- Annual review ensures continued alignment with:
    - Plymouth Marjon University regulations
    - OfS requirements
    - Sector good practice

14. Monitoring and Review

14.1 The operation of this policy will be monitored through academic governance processes.
14.2 The policy will be reviewed periodically to ensure continued alignment with:

- LAAT academic regulations;
- University of Plymouth partnership requirements; and
- sector best practice.

15. Responsible People / Roles include

- **Academic Dean (Policy Owner)**: Dr Manoj Ponugubati
  Overall accountability for policy implementation
- **Academic Quality**: Dr Vishwanath Kokkonda
  administration, guidance, and procedural oversight
- **Program Lead**: Mr. Amarjeet Singh
  Implementation, compliance and coordination
- **Assessment Support officer**: Ms Nuzhat Rifa
  Monitors email and notifies the dean

List of people and contacts

Role	Name	Contact email
Chair –Dean	Dr Manoj Ponugubati	manoj@laat.ac.uk
Head of Academic Quality	Dr Vishwanath Kokkonda	vishwanath.kokkonda@laat.ac.uk
Program Lead	Mr Amarjeet Singh	amarjeet.singh@laat.ac.uk
Assessment Officer	Ms Moluk All Nakash	moluk@laat.ac.uk
Assessment Support Officer	Ms Nuzhat Rifa	nuzhat.Rifa@laat.ac.uk

15. List of Documents

- Assessment extension application form
- Assessment and Feedback Policy
- Extenuating Circumstances Policy
- Academic Appeals Policy
- Academic Misconduct and Plagiarism Policy
- Equality, Diversity and Inclusion Policy

16. Evidence

- Assessment and Feedback Policy
- Extenuating Circumstances Policy
- Academic Appeals Policy
- Academic Misconduct and Plagiarism Policy
- Equality, Diversity and Inclusion Policy

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)

Assessment extension application form	Provides students with a clear, standardised, and transparent mechanism to request assessment extensions, ensuring fairness, consistency, and appropriate academic oversight of deadline adjustments	B4 (assessment and awards), C1 (fair treatment of students), E2 (academic governance)
Assessment and Feedback Policy	Sets out institutional principles for assessment design, marking, moderation, and timely feedback, ensuring reliable assessment outcomes and a high-quality academic experience	B1 (academic experience), B4 (assessment and awards), E2 (academic governance
Extenuating Circumstances Policy	Establishes a formal and equitable process for considering serious, unforeseen circumstances that may affect student assessment or progression, applied consistently across programmes	B4 (assessment and awards), C1 (fair processes), E2 (academic governance)
Academic Appeals Policy	Provides a clear, accessible, and fair mechanism for students to appeal academic decisions, including defined grounds, timescales, and escalation routes.	C1 (consumer protection), E2 (academic governance), E2 (effective management and processes)
Academic Misconduct and Plagiarism Policy	Defines academic misconduct and plagiarism, outlines investigation and sanction procedures, and safeguards the integrity and credibility of assessment outcomes and award.	B4 (assessment and awards), C1 (fair treatment of students), E2 (academic governance)
Equality, Diversity and Inclusion Policy	Demonstrates LAAT's commitment to fairness, inclusivity, and equal opportunity, supporting accessible learning, assessment practices, and positive student outcomes.	B1 (academic experience), C1 (fair treatment of students), E2 (effective governance)