

2.2.7 Deadlines, short-term extensions and deferrals

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Purpose

The purpose of this procedure is to detail how KWETB ensures that the learners is given fair and realistic timelines within which to submit their work. This procedure sets out the process how the two situations of expected and unexpected missed deadlines may be granted:

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

KWETB staff should determine and agree assessment schedules and plans through centre planning meetings. The learner should be informed of key deadline dates early, and regularly through in-class interactions; noticeboards; student handbooks and through online and social media platforms. The learner should have access to information about deadlines to ensure that all will have fair opportunities to submit assessment evidence and other work on time.

The learner should be informed of actions to be taken in the event of extenuating circumstances (see procedure 2.2.6 Compassionate Consideration). The Learning Practitioner should not accept late submissions for assessment unless there are proven extenuating circumstances and a short-term extension of compassionate considerations application has been granted.

The Programme Co-ordinator is responsible for ensuring that all learners are aware of deadlines and of actions to take if a deadline is likely to be or has been missed.



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Procedure – 2.2.7 - Deadlines, short-term extensions and deferrals –

Expected Missed Deadlines

<p>Expected Missed Assessment Deadlines is where a learner already had a commitment prior to publication of the assessment schedules. In this case, the learner should make every effort to submit the work prior to that deadline.</p> <p>In the case of a Skills Demonstration/Practical, the Learning Practitioner should arrange to reschedule the assessment if possible.</p>	
1	The granting or refusal of a short-term extension is at the discretion of the Programme Co-ordinator.
2	The learner should contact the Programme Co-ordinator by phone or e-mail notifying them of the issue as soon as they are aware of it.
3	The learner should complete the application for a short-term extension.
4	On consideration, and if there are not consequences to the fairness, reliability and validity of the assessment, the Programme Co-ordinator may offer the learner a short extension which will allow the learner to submit for the current certification period. If a deferral is granted, the learner may submit for the current certification period or the next certification period.
5	The Learning Practitioner should ensure that the evidence submitted is marked and graded in accordance with the stated standards for the award.
6	The Co-ordinator/Programme Manager should ensure the learner is aware that, if unsuccessful, they can appeal the process and decision and KWETB's appeals procedure will be followed.
7	The Programme Co-ordinator should ensure that all details of the deferral are recorded on the Internal Verification Report.

Deadlines, short-term extensions and deferrals – Unexpected Missed Deadlines	
<p>Unexpected Missed Assessment Deadlines, in which an unexpected event militates against the meeting of the deadline. In this case, the learner may apply for</p> <ol style="list-style-type: none"> A short-term extension or Compassionate Consideration. 	
1	Where the learner cannot apply for or complete a short-term extension, an application for compassionate consideration can be made. (2.2.6 Compassionate Consideration procedure).

Link to other Policies/Procedures

1.3.2	Information to learners about Assessment
1.3.10	Internal Verification
2.1.1	Student Induction
2.1.3	Information to Learners
2.2.6	Compassionate Consideration
3.4.1	Learner Records
3.4.4	GDPR

Resources

Resources	<ol style="list-style-type: none">1. Application for a short-term deadline extension2. Form B: Application for a short-term deadline extension appeal form
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