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Approval Body	Academic Council
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Revisions	

Extension Procedure

Section 1 - Introduction

Purpose

(1) This procedure outlines the steps by which a student may apply for an extension to a coursework due date in respect of an assessment in line with the Extension Policy (Policy #3.11a).

Responsibilities

Student Responsibilities

(2) The student is responsible for providing original and verifiable evidence of their grounds for an extension where requested to do so.

(3) The student is responsible for making reasonable use of the policies, procedures and support services of the College so that they may, insofar as possible, negate any impact of personal circumstances on their effort (for instance, applying for reasonable accommodation).

(4) The student is responsible for applying for an extension in a timely manner

Faculty Responsibilities

(5) The Programme Director/Leader, or nominee, is responsible for assessing an application for an extension and for granting any outcomes in line with the Extension Policy.

Section 2 - Procedure for Applying for an Extension

Application

(6) Where a student feels that short term circumstances have delayed their completion of a piece of coursework, the student can make an application for consideration for an extension.

(7) Applications must be made in writing to the Assessment and Awards Manager via aao@iicp.ie using the appropriate form.

(8) Information about the circumstances to be considered:

- a. When the circumstances arose
- b. The impact of the circumstances
- c. What length of extension, up to a maximum of 10 days, is the student seeking.

(9) Applications must be made in a timely fashion that would allow for the request to be considered.

(10) Where evidence is required, students are required to provide this as soon as possible.

Consideration

(11) The application is considered by the Programme Director/Leader, or nominee, in line with the Extension Policy, to determine:

- a. If the circumstances referred to qualify for an extension
- b. If verifiable evidence is required to support the application
- c. What extension, if any, can be offered to the student

(12) The Programme Director, or their nominee, may refer the student to the Student Support Officer based on consideration of their circumstances or refer the student to the extenuating circumstances policy if appropriate.

Outcomes

(13) The student is advised of the outcome of their application in writing.

(14) This written notification will include specifics of the outcome, e.g. the revised submission due date.

(15) In all cases where an extension is granted, the relevant Assessor will be advised of any revised due date but will not be made aware of the circumstances.

(16) Where an extension is not granted; the normal regulations, including the extenuating circumstances policy, apply to the student as well as the normal sanctions for non-compliance.

Right of Appeal

(17) The student may appeal the decision within 5 working days, as laid out in the Appeals Policy.



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Read this form carefully, then complete sections 1 and 2 and submit it by email along with any supporting evidence to aao@iicp.ie

Student Information and Declarations (completed by the student)

Student Details

Name	
Student Number	
Programme	
Programme Cohort	

Checklist and Declaration

Note: Do not submit this application until you have completed this checklist and signed below.

Statement	Tick
I have read and understood the Policy for Extenuating Circumstances and Procedure for Applying for Mitigation of Extenuating Circumstances before completing Section 2 below. [These are available on IICP.ie. For any clarifications, contact aao@iicp.ie]	
I have completed this form to the best of my knowledge and included all relevant information.	
I understand that extensions should not be assumed to be granted, and until I am notified of the outcome of my extension request I will continue to work to the best of my ability to the original deadline.	
I understand that it is my responsibility to demonstrate that extenuating circumstances have affected my performance in this assessment.	
Signed	
Dated	

Circumstances (completed by the student)

Assessment

Identify the assessment and deadline you wish to extend.

Circumstances

Describe the circumstances and how they affected your performance in the above assessment

When did the circumstances arise? Please give specific dates.

Evidence

Summarise the evidence you have in support of your extension request, which may be appended to your application.

Determinations (completed by the College)

Verification Checklist

Question		Tick
Student declaration complete?		
Evidence verified?		
Extension Granted?		
New Submission Date		

Completed by:

Name/Signature	
Date	