

Applying for extensions for assignments with an 'Individual Education Access Plan' (IEAP)






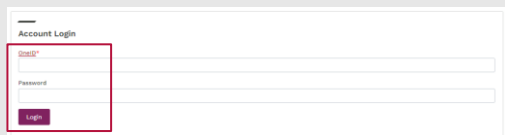

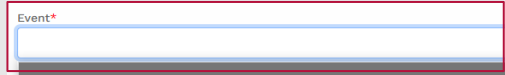

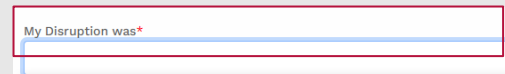


How to apply for 'Planned Extensions for written assignments' when you have this adjustment listed on your IEAP?

Students are encouraged to lodge applications for this adjustment to apply to any 'long form' assessments as early as practicable. Applications should not be requested for planned extensions later than 11.59pm on the due date of the assessment task.

Please note that the following assessments tasks are not covered under this adjustment:




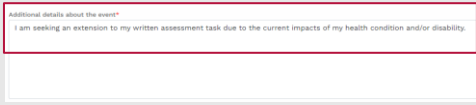

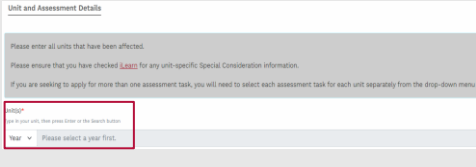

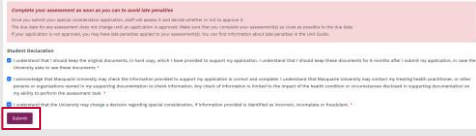
In-class/ Online test/ Exams/ Supplementary exams/ Presentations/ Group work/Weekly Tasks/ PACE/ Placements/Take Home Exams/Class attendance /Clinical and Practical Assessment tasks/ Short written tasks

To apply for a 'Planned Extension' via Special Consideration:

1		Go to https://ask.mq.edu.au/account/forms/display/special_consideration/	 <p>Submit your application</p> <p>Applications must be submitted within the required timeframes, using the formal application form and include your supporting evidence documentation.</p> <p>Apply now ></p>
2		Log into https://ask.mq.edu.au/ with One ID and password.	
3		In the 'Event' box, select 'Planned extension with IEAP adjustment'.	 <ul style="list-style-type: none"> COVID-19 Impact Short-term illness Hardship or trauma Death of a relative/close friend Unavoidable commitments Exacerbation of ongoing/chronic illness Elite athletes or Performers Army Reservists/SES commitments and Volunteer Firefighters Planned extension with IEAP adjustment
4		Select if the disruption was 'during' or 'at end' of study period.	 <ul style="list-style-type: none"> End of study period (Exams and Take-Home Exams) During study period (All other assessment tasks)
5		<p>'Under Duration,' at the first date enter the due date of the assignment. At the second date, enter the date that includes the period outlined in your 'Planned Extension' adjustment on your</p> <p>For Example: Where you wish to apply a 3 day planned extension for an individual assignment due on 1.9.23, enter the first date as 1.9.23 and enter the second date as 3.9.23. A small '3' will appear and your assessment task adjusted due date will be 4.9.23.</p>	 <p>From / To / Total (days)</p> <p>dd/mm/yyyy</p>


Applying for extensions for assignments with an 'Individual Education Access Plan' (IEAP)




6		<p>Select 'use current IEAP' from the evidence drop down.</p> <p>An optional comments box will appear if you would like to provide any further details.</p>	
7		<p>In the 'Additional details about the event' box enter the following: 'I am seeking an extension to my written assessment task due to the current impacts of my health condition/disability'. You do not need to provide any specific detail about your condition.</p>	
8		<p>Under 'Unit and Assessment Details' specify which unit you are applying for (e.g. COMP1000).</p>	
9		<p>Submit your Special consideration request.</p>	

Please note: 1. Where students are impacted by a disruption to their study or an exacerbation in symptoms occurs they are encouraged to use the special consideration process. Planned extensions do not apply to these circumstances 2. You may only request one extension per assessment task using your IEAP. If you require an additional extension on the same task due to other extenuating circumstances, you will need to apply for a separate Special Consideration application and provide additional supporting documentation from a health practitioner/relevant source, outside of the Accessibility Service.

After submitting the application:

 Continue to work on your assessment task, as you wait for the notification of the outcome of your request. This will be sent to your Macquarie University email address, as soon as practicable.

 If you do not hear a response prior to the due date, it is expected that you work towards submitting the assessment task on the due date aligned with your IEAP. **Please note: You can submit your assessment either before, or on the approved extended due date.**

 **Take note of any specific submission instructions** that was sent to you in the Special Consideration outcome email.

FIND OUT MORE

Student Wellbeing – Accessibility Service T: +61 (2) 9850 7497
wellbeing@mq.edu.au

ABN 90 952 801 237
 CRICOS Provider 00002J



MACQUARIE
 University