

# RMIT Student Guide – Assessment Extensions Tool

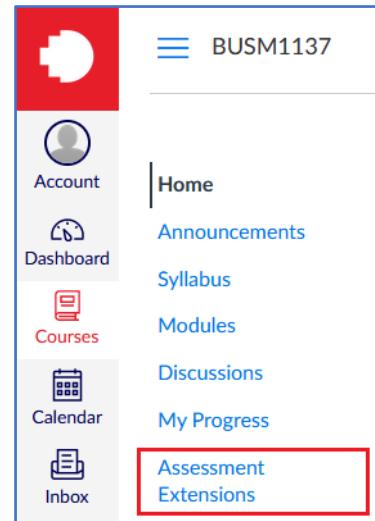
## Table of Contents

How to Access the Assessment Extensions Tool .....	2
Assessment Extensions Dashboard .....	2
Frequently Asked Questions .....	3
What are the different statuses in Assessment Extensions Tool? .....	3
How to cancel an Assessment Extension Request .....	3
I am unable to view an upcoming assessment in Assessment Extensions .....	4
What happens when my application for an extension request is denied?.....	4
Queries regarding Assessment Extension Request .....	4
Technical Difficulties in accessing the Assessment Extensions Tool.....	4

The Assessment Extensions Tool is a web-based application that simplifies the assessment extension process by enabling you to request and manage assessment extension from within your courses in Canvas.

## How to Access the Assessment Extensions Tool

The Assessment Extension Tool can be accessed from the Course Navigation Menu in Canvas.



## Assessment Extensions Dashboard

The Assessment Extensions Tool dashboard includes an explanation on "What is an extension?" and displays the extension requests that have been submitted by a you for that course.

The screenshot shows the Assessment Extensions Dashboard. At the top, there is a header bar with tabs for 'Assessment Extension', 'Extension requests', '+ Request extension', and 'Help'. Below the header, there is a section titled 'What is an extension?'. It contains text explaining that extensions can be applied up to seven calendar days in advance for assessments like assignments, essays, and projects, but not for timed assessments like tests or exams. It also mentions that for extensions longer than seven days, special consideration must be applied through an Equitable Learning Plan (ELP). Below this section is a table titled 'Extension requests' with columns for Date submitted, Assessment title, Due date, Extend by(days), Approved due date, and Status. A single row is shown in the table, indicating an extension was requested for a Marketing Research assignment due on 21 Oct 2022 at 11:59PM, approved on 24 Oct 2022 at 11:59PM, and a 'View details' button is available. At the bottom of the dashboard, there is a footer with a '+ Request extension' button.

Date submitted	Assessment title	Due date	Extend by(days)	Approved due date	Status
20 Sep 2022 at 10:40AM	Marketing Research	21 Oct 2022 at 11:59PM	3	24 Oct 2022 at 11:59PM	Approved

## How to submit an Extension Request

You can submit a new extension request by clicking on the **Request extension** tab. An assessment extension request must be completed and submitted no later than **one business day before** the official due date of your assessment.

To submit an extension request, you need to:

1. Select the assessment for which an extension is being requested (required)
2. Select if you are applying for an ELP consideration?
3. Select the number of days (maximum of 7 days, unless an ELP consideration) of extension requested (required)
4. Provide an explanation as to why the extension is being requested (required)
5. Provide supporting documents, see [Examples of accepted supporting documents](#) (ELP considerations require an uploaded copy of your plan)
6. Accept the Applicant Declaration Agreement Statement (required)

Once the request has been submitted, the dashboard will be updated with the new request and the status for that request will be set as Pending.

## Frequently Asked Questions

### What are the different statuses in Assessment Extensions Tool?

Once an assessment extension is submitted, there are three possible statuses associated with the application:

- **Pending** – The assessment request has been submitted but is yet to be reviewed by the course coordinator
- **Approved** – The assessment request has been approved by the course coordinator
- **Denied** – The assessment request has been declined by the course coordinator

## How to cancel an Assessment Extension Request

You can cancel an assessment extension request if the status of the request is **Pending**.

To cancel an application request:

1. Click on the **Extension requests** tab
2. Select the application request that you would like to cancel. Note: You can only cancel a request if the status is **Pending**.
3. Click on the Cancel button at the bottom of the page to cancel your application request.

Cancel extension request

You can choose to cancel this assignment extension request if you have a change of mind. If you want to change the details of this assignment extension request, please cancel this request and create a new extension request for the same assignment.

Note that this action cannot be undone.

 Cancel extension request

## I am unable to view an upcoming assessment in Assessment Extensions

The Assessment Extensions Tool populates the assessment listings and its respective due date automatically from Canvas. The following scenarios covers how and when an assessment is displayed within the Assessment Extensions Tool:

1. If an **assessment due date is in the future**, and there is **more than one working day**, then the assessment **will be displayed** in the Assessment Extensions Tool.
2. If an **assessment due date is in the future**, and there is **less than one working day**, then the assessment **will not be displayed** in the Assessment Extensions Tool.
3. If an **assessment due date has passed**, then the assessment **will not be displayed** in the Assessment Extensions Tool.
4. If an assessment has **no due dates**, then the assessment **will not be displayed** in the Assessment Extensions Tool.
5. If I have been **granted an extension approval** of a **maximum of 7 days** via the tool, then the assessment **will not be displayed** in the Assessment Extensions Tool.

## What happens when my application for an extension request is denied?

If your assessment extension has been denied you may be able to submit a new assessment extension request. The possibility of submitting a new request will depend on the assessment due date and the feedback provided.

Before you re-submit a new extension request, it is advised that you review the initial feedback provided.

If you have any queries about your extension request, please contact your Course Coordinator, or Program Manager, directly.

If your request is ELP related, you can share the request URL with the ELS team directly via their email [els@rmit.edu.au](mailto:els@rmit.edu.au),

## Queries regarding Assessment Extension Request

If you have changed the class that you are enrolled in after your assessment extension has **been approved**, please check that your assignment has the correct new submission date. If not, please contact your Course Coordinator or Program Manager, and advise them that you have moved classes.

If you have any other queries about your extension request, please contact your Course Coordinator or Program Manager, directly.

## Technical Difficulties in accessing the Assessment Extensions Tool

If you experience any technical issues with the Assessment Extensions Tool, please raise a support ticket with [IT Connect](#) or tel:+61 3 9925 8000.