Guidance note: COVID-19 assessment advice for Unit Coordinators

Many students will experience difficult circumstances related to COVID-19 this semester, including job losses (of the student, a partner, or an immediate family member), illness, increased caring responsibilities (i.e. related to school closures), or limited access to technology and/or an internet connection. This document explains how existing ECU policies and procedures can be used to support students in circumstances that relate to COVID-19.

What can I advise students?
As a unit coordinator you can advise students of the academic support measures to assist them through this period. The table below explains what students can access and how.

| Apply by email to Unit Coordinators for an extension | On reasonable grounds, Unit Coordinators can grant up to 21-day extensions for individuals or whole cohorts. Extensions beyond 21 days are also available, with ADTL approval. Unit Coordinators must still comply with ECU’s feedback turnaround time of 10 working days for the rest of the class. Where the class’ marked assessments are due for return before the extension due date you can:
| | 1. Provide all students in the unit with the same extension; or
| | 2. Return marks only and no feedback until all students have submitted (for final assessment tasks only); or
| | 3. Return marks and feedback as normal and apply appropriate academic integrity measures (e.g. give students with extensions a modified task; conduct a viva; thorough Turnitin check) for all students with an extension.
| | Extensions are not available for time-sensitive tasks, supplementary assessments or resubmissions, except where the DVC Education has given prior approval.

| Apply by email to Unit Coordinators for Exceptional Circumstances | Exceptional Circumstances (see Definitions pp.1-2) enable Unit Coordinators to apply a range of interventions to support students. You can:
| | • Modify an assessment task (see 3.50-3.55)
| | • Apply Special Consideration, as directed by the Associate Dean (Teaching and Learning) (see 3.90-3.97)
| | • Invite the student to resubmit a failed task, in consultation with the Associate Dean (Teaching and Learning) (see 3.65-3.69)
| | Students must demonstrate verifiable unexpected and/or exceptional personal or medical circumstances beyond their control which:
| | a) had a substantially detrimental effect on their ability to participate in or study for an Assessment; and
| | b) they did not have a reasonable opportunity to prepare for in advance of the Teaching Period.

| Apply to Unit Coordinators for Special Consideration | Where a student’s academic achievement was affected by Exceptional Circumstances, Special Consideration might be applied to the final Unit grade. Students need to apply using a Prescribed Process within 7 calendar days of the deadline for the final Assessment Task in the Unit.

For further information contact your Associate Dean, Teaching and Learning (or equivalent) or the Centre for Learning and Teaching.