

Overview

The guidelines for Vocational Education and Training (VET) extension requests align with the existing policy for ECU Higher Education (HE) extensions.

The VET Extension Request and Tracking System enables students to submit one or more assessment extension requests via the Extension Request Form found in VET Canvas sites.

The VET Extension Request and Tracking System offers staff a centralised platform to manage student assessment extension requests, track submission frequency, review comments, and store all supporting documentation in a single location.

ECU has recently implemented a documentation-free 3-day "Short Term Extension" option, which can be used once per assignment by students. If requesting an extension of more than three days, students should provide appropriate supporting evidence for their request.

Course Coordinators processing these requests may approve or deny the request, escalate the request to senior academic staff, or communicate with the student to seek additional information. If approved, the revised due date is automatically calculated based on the extension type requested.

VET Extension Types

Extension Type	Duration	Supporting Evidence
Short-Term Extension	Up to 3 days	Not required
Top Up Extension	Up to an additional 4 days following a Short-Term Extension (3+4=7)	Required
LAP Top Up Extension	Up to an additional 4 days following a Short-Term Extension (3+4=7)	Required LAP from Access and Inclusion, is on file with the school
Standard Extension	Up to 7 days Not to be used after a Short-Term Extension	Required
LAP Extension	Up to 7 days Not to be used after a Short-Term Extension	Required LAP from Access and Inclusion, is on file with the school
Additional Extension	Up to an additional 7 days (to a total of 14 days), following a Standard or LAP Extension	Required New documentation should be provided in all cases.
Second Attempt Extension	Up to 7 days	Required New documentation should be provided
LAP Second Attempt Extension	Up to 7 days	Required LAP from Access and Inclusion, is on file with the school
Injury Extension	To be determined by course coordinator	Required

VET Extension Types – Details

Short-Term VET Extensions (3 days maximum)

- Intended for brief, life-disrupting events
- No supporting evidence required
- Applicable only to written academic work
- Not available for practical assessments or time-sensitive assessment tasks
- Availability is determined by the Unit Coordinator
- One Short-Term Extension per Canvas assignment is allowed

Top Up VET Extension (4 days maximum) incl. LAP Top Up

- For students with a LAP who have used a Short-Term Extension for their first attempt or students with appropriate supporting evidence
- The revised date is calculated including the Short-Term Extension plus an additional 4 days (3+4=7) for a maximum of 7 days.
- LAP from Access and Inclusion, should be on file with the school

Standard VET Extensions (7 days maximum)

- One extension, up to 7 days, per request, with supporting evidence showing exceptional circumstances is allowed
- Not for use after a Short-Term Extension, students should request a Top Up Extension if more time is required
- Not available for time-sensitive assessment tasks

Learning Access Plan (LAP) Extensions (7 days maximum)

- To be used if a student's LAP includes extensions
- If the LAP is already on file with WAAPA, students are not required to upload it with each request

Additional VET Extensions (7 days maximum)

- If required, an additional period of up to 7 days (to a total of 14 days), following a Standard or LAP Extension, is permitted
- **New** supporting evidence should be provided showing the changed circumstances
- Not available for time-sensitive assessment tasks

Second Attempt Extensions (7 days maximum)

- VET students are permitted two (2) attempts at satisfactorily completing each assessment task. Late or non-submissions are considered a forfeiture of an attempt.
- Students should apply for a Second Attempt Extension if submitted work was deemed Not Achieved (NA) or Did Not Participate (DNP) on their first attempt.
- Where a student is requesting an extension for a second attempt, they can request **one** extension up to a maximum of 7 days. An additional extension is not allowed
- New supporting evidence is always required.
- Not available for time-sensitive assessment tasks or practical tasks.

LAP Second Attempt Extension (7 days maximum)

- To be used if a student's LAP includes extensions
- If the LAP is already on file with WAAPA, students are not required to upload it with each request

Injury Extension

- If a student is injured, and recovery is expected to take longer than 7 days, they should inform the course coordinator and apply for an Injury Extension.
- The duration of the extension will be determined in consultation with a medical professional and the course coordinator.

Supporting Evidence

- Students will include their name in the file name of all included documents
E.g., SMITH Joe – Medical Certificate
- [ECU Medical Certificate Guidelines](#)
- LAPs already on file do not need to be re-uploaded with a LAP Extension request
- [Exceptional Circumstances and Acceptable Supporting Documentation](#)
- An email from the student's lecturer may be accepted as supporting evidence

Privacy

The personal information and/or any sensitive or health information collected will be handled in line with the [ECU Privacy Policy](#)

Important Notes

- An extension of time will not be made available for a time sensitive assessment task
- If the student was graded Did Not Participate (DNP) for their first attempt, they can **only** make a request for a Second Attempt Extension.
- Extensions are calculated from the original due date
- Total extension period cannot exceed 14 calendar days
- Applications must be made in advance of the due date.

The due date of the first attempt for each task is provided through Canvas.

The due date for a second attempt (if required) for any work that is submitted via Canvas is one week from the date of your assessment decision being published.

- The revised due date is automatically calculated depending on which extension type is requested, if approved.
- If a student has already received a Short-Term Extension, they may apply for a Top Up Extension (incl. LAP Top Up) to increase the total extension period.
However, the combined duration of both extensions must not exceed **7 calendar days** in total.
For example, if a student has a 3-day Short-Term Extension, they may apply for up to **4 additional days** through a Top Up Extension (or LAP Top Up) which must be supported by appropriate supporting evidence including a LAP on file with the school.
- For in-person practical work, the re-attempt date will be set in conjunction with the assessor and must take place approximately one week from the assessment decision.
- In normal circumstances, further attempts will only be considered at the discretion of the unit coordinator.
- A LAP Extension should not be requested for circumstances not listed by Access and Inclusion in the LAP. E.g. if the extension is requested due to illness not related to a LAP, a medical certificate should be provided.
- Routine demands of course and production are not considered for extension requests

VET Extension Process

1. Student confirms assessment eligibility for extension with Unit Coordinator
2. Student submits the [VET Extension Request Form](#) with any required supporting documents before the assessment due date.
3. Approval email is sent to Course/Unit Coordinator to approve, deny, or escalate to senior academic staff.
4. If Approved:

- Student receives approval email with revised due date

Denied:

- Student receives email with staff comments

Escalated:

- Unit Coordinator may forward the request to a senior academic staff member for approval and may request clarification from the student

5. All requests (approved or denied) are recorded in the VET Extension Tracker.
6. Supporting evidence and student LAPs are filed with the school.
7. If the student wishes to appeal a decision, they should email

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