

# Providing more time for assessment and academic integrity

academic integrity

TEQSA

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## Focus Area: Policies and procedures

Contract cheating has been found to be highly situational with causal factors such as time management, ill-health and caring responsibilities influencing the decision to engage in this behaviour. Institutional academic integrity policies alone cannot address these causal factors. Support is needed from institutional assessment provisions such as:

- due dates and times for submission of assessment items;
- extensions for 'non-exam' assessment types;
- late submissions;
- deferred assessment for 'exam' assessment types; and
- special consideration.

These provisions work together at Griffith University, underpinned by an online assessment application system where students are able to apply for an extension of time, deferred assessment or special consideration for approval by the Course Convenor. The 24/7 availability of the system and its workflow of the student application directly to the Course Convenor allow for a timely response to such requests.

Griffith University has a maximum period of extension for assessment items based on medical and bereavement grounds of 14 calendar days and for other personal, professional or exceptional grounds of two calendar days. For circumstances that exceed these timeframes, students are referred to the special consideration application, where for example, if a student has submitted an incomplete assessment task, the Course Convenor is able at their discretion to award an extension for non-exam assessment types greater than the 14 calendar days.

The University discourages submission dates on public holidays with the provision that 'students are to submit assessment items on the next calendar day following a public holiday'. The late submission provision requires the application of a 5% penalty for each working day (Monday to Friday) that the item is late without an approved extension. The University has encouraged the setting of a due date and time of Friday evening, thus allowing students an extra two days without penalty or the need to apply for an extension

## Key lessons:

- Dispel the myth that the world of work doesn't allow late submission of tasks, particularly when notice is given of illness, personal or extenuating circumstances; and provide appropriate University-wide adjustments based on rules, not discretion, so that academic integrity is not undermined.
- Professional development resources for Course Convenors should be implemented, including face-to-face training, guidelines on decision-making, decision trees relating to the student's circumstances and the application type most appropriate to the circumstance and Medical Certificate evaluation advice for Course Convenors to minimise approvals based on fraudulent certificates.