



Late Submission and Extension Policy

August 2024

The following is the GCA Late Submission and Extension Policy for facilitated eLearning courses.

- An extension will be granted if a participant formally requests it at least one business day before the end of the module and with a valid and verifiable reason. The course facilitator will provide a definitive yes or no as to whether this is acceptable.
- Late submissions, resubmissions, and/or additional posts related to the activity are graded with half marks if submitted within two days of the closed module. More than two days late, and the post will not be graded. The facilitator should use their discretion when grading late submissions and deciding whether to grade more work done when the original post is late. This should be based on whether the participant is genuinely interested in improving and learning.
- Participation history will be carefully checked before the facilitator allows a second extension later in the course. Only two extensions will be allowed per course.
- GLOs will validate a reason for a participant's extension request if necessary.

Extension for 1-week courses:

- A maximum of two (2) days' extension is allowed.

Extension for 2-week courses:

- A maximum of one (1) day extension is allowed for the first week of the course.
- A maximum of two (2) days' extension is allowed for the last week of the course.

Extension for 4 to 6-week courses:

- Extensions of up to four (4) days are accepted if the participant notifies the facilitator BEFORE the end of the module. In this case, the late post receives full grades.
- A maximum of four (4) days extension is allowed, and a maximum of seven (7) days extension is allowed for emergency cases. However, only a maximum of three (3) days extension is permitted after the course end date.
- EMERGENCY CLAUSE:** In emergencies where the participant cannot ask for an extension beforehand, i.e., death of a family member and/or emergency flight, hospitalisation, and so on, an extension can be given if the participant intends to continue the course and/or will not be absent for more than seven (7) days.

