

Assignments: Extensions and Exemptions

The Seminary has a policy of enforcing deadlines for assignments, but also of the granting of extensions to those deadlines where there are mitigating circumstances. This policy is set out in the document 'Assessment and Appraisal at London Seminary' (hyperlinked in the Student Handbook). The relevant section on 'Deadlines and Extensions' is reproduced at the end of this document.

It is a course requirement for students to complete all the assignments laid out in the 'Required Assignments' document given to them at the start of the year, and to do so by the stipulated deadlines. Circumstances sometimes arise, however, in which it is appropriate for us to grant extensions to deadlines. The criterion for granting extensions is that a unforeseen circumstances arise which prevent a student from working on the assignment. Legitimate reasons include:

- Illness, injury or accident
- Caring for family members who fall ill
- Additional unforeseen responsibility for childcare and home-schooling
- Additional unforeseen church responsibilities

In these circumstances (and others), we will grant extensions to deadlines (usually of two weeks) and, in extreme cases, exemptions from assignments altogether. In order to give extensions and exemptions, we will need a written request using the form attached to this document. We must receive the request as soon as possible after the need becomes apparent. Do not wait until the day of the deadline. If in doubt, talk to your tutor about it. We do not usually give extensions for Written Seminar Reflections since they only have a one-week deadline and there are three seminars in each subject from which students can choose, so there is usually another opportunity to write up a seminar for a particular module.

Bear in mind that extending a deadline will have a knock-on effect on subsequent deadlines. Also bear in mind that as well as their educational benefit, all assignments must be passed to complete the Seminary course (see 'Academic Progression,' below).

Biblical Languages

If you fail to submit language homework, this will be zero marked, unless you have a legitimate reason, in the estimation of your language teacher, for not having done the work. In cases where students cannot be present on the specified day for a language test, the Seminary will always make provision for it to be completed in exam conditions at another date. In the event of exemption from a language test, a mark will be generated for that test based on your other test scores in the same academic year.

Academic Progression

As well as observing good practice, and conducting ourselves in a way accountable to God and men, following correct procedure has important consequences for those who wish to progress from the Seminary to further study (such as ThM or doctoral programmes). Institutions to which students apply will require transcripts of grades and a statement that they have satisfactorily completed all aspects of the course, including biblical languages (which PRTS particularly emphasise). For the seminary to give such a statement, we will need to have documentation on file to explain any exemptions from assignments that we have granted. This is a further reason why we require you to apply for extensions and exemptions using the form which is reproduced on the following page.

David Green September 2022

Application for Extension to or Exemption from Assignment

Application For Extension of Assignment Deadline

Name: _____ Full-time / Part-time Tu-We / Part-time Thu-Fr / Modular
(please circle one)

Assignment: _____ (e.g 'essay')

Subject: _____ Lecturer: _____ Date Due: _____

Reason for application and amount of extra time requested:

Signed: _____ Date: _____

FOR OFFICE USE:

Date received: _____ Approved by: _____ New deadline: _____

Date student informed: _____

NOTES:

Application For Exemption from Assignment

Name: _____ Full-time / Part-time Tu-We / Part-time Thu-Fr / Modular
(please circle one)

Assignment: _____ (e.g 'essay')

Subject: _____ Lecturer: _____ Date Due: _____

Reason for application and amount of extra time requested:

Signed: _____ Date: _____

FOR OFFICE USE:

Date received: _____ Approved by: _____ New deadline: _____

Date student informed: _____

NOTES:

Extract from 'Assessment and Appraisal'

Deadlines And Extensions

Every assignment has a deadline. Work not handed in by this deadline will be considered to have failed unless an extension of the deadline for legitimate reasons has been requested in writing from the Principal or Vice-Principal and granted prior to the deadline. Students should not 'request permission' from the lecturer who sets the assignment. It is the seminary's responsibility to grant extensions and then inform the lecturer concerned.

We grant extensions when unforeseen and unavoidable circumstances prevent a student from meeting a deadline. These might be illness, or difficulties in family or church, for example. We cannot grant an extension simply because a student asks for one or has not left himself enough time to meet a deadline.

We do not give extensions for Written Seminar Reflections. The responsibility lies with students to choose which seminars to write up and plan their schedules so as to meet their deadlines.

Work that is submitted late without an extension is treated as a resubmission of failed work, which means it must be received within 4 weeks of the deadline. It will not receive a grade but will receive a simple 'pass' if it is up to standard.

Enforcing deadlines is standard academic practice. It is necessary for the following reasons:

- Not enforcing deadlines undermines the academic credibility of the Seminary and casts doubt on the validity of the grades of students who may wish to progress from the Seminary course to further study elsewhere.
- It is unfair to the majority of students who meet deadlines if others have extra time to complete an assignment.
- It is an inconvenience to the lecturer who marks the essays to have work coming in late. Lecturers are busy men who have to make time in their schedules to mark essays, just as students have to make time to write them.
- Being asked to make exceptions or overlook deadlines places lecturers in an embarrassing position.
- Assignments are often planned to be part of a teaching programme and late submission can mean that a student has not done necessary work before a subject is dealt with in class.
- Late submission of assignments increases the administrative burden on the administrative staff.
- Christian Ministry revolves around the meeting of (and juggling with) deadlines. Learning to organise your time and meet deadlines as a theological student will make the discipline of producing two or three messages a week in ministry more manageable.

A rule of thumb would be only to ask for an extension in circumstances where you would have to ask someone else to take a preaching engagement for you. **If you need to request an extension or exemption for a particular assignment, you must do so in writing using the form appended to this document or available on Moodle.** Please apply as soon as you can after the need arises.