

| ASSESSMENT EXTENSION POLICY | | | |
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| Policy Name | Assessment Extension Policy | | |
| Policy No | LERN/04A | | |
| Version Number | V1 | Effective Date | 01.07.18 |
| Authorised by | Nicole Watts | | |
| Associated Policies | <ul style="list-style-type: none"> • Course Progression Policy • Assessment Submission Policy | | |
| Associated Procedures | <ul style="list-style-type: none"> • Assessment Extension Procedure | | |
| Associated Documentation | <ul style="list-style-type: none"> • Online Assessment Extension Form | | |
| <p>Students are notified of assessment details well in advance of due dates. They are published on the class schedules and are available from the first day of classes. Class schedules are located on the eCampus in the Student Hub.</p> <p>Consequently, extensions will only be granted in exceptional circumstances which are judged to be unforeseen and beyond the student's control. An application for an 'Assessment Extension' MUST be submitted at least three working days before the assessment is due, unless unforeseen circumstances prevent the student from applying within this period. All requests must be accompanied by independent supporting documentation. The Assessment Extension Request Form is available in the Student Hub on the eCampus under important forms and is submitted directly to the Registrar for review.</p> <p>The Registrar will only grant an extension on medical, compassionate or other serious grounds. Extensions of up to one week may be granted.</p> <p>Should a student not meet these requirements they will be required to attend a meeting with the General Manager.</p> <p>If a student is unwell on the day that an assessment is due, you are required to contact reception and provide an Assessment Extension Request Form before 9.00am. You will be required to provide a medical certificate as soon as possible.</p> <p>Students should note that submitting a request for an extension does not automatically mean that it will be granted. Sydney Design School reserves the right to refuse an extension if the criteria for an extension is not met.</p> | | | |
| Version Control Summary | | | |
| Version | Date | Author | Details |
| V1 | 29/05/2018 | Emma Lander | |