

ASSESSMENT EXTENSION POLICY			
Policy Name	Assessment Extension Policy		
Policy No	LERN/11A		
Version Number	V3	Effective Date	08.07.2020
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Attendance Policy STU/26A • Non-Communication policy STU/25A • Assesment Submission Policy LERN11 • Assessment Appeal Policy LERN12A • Assessment Resubmission Policy LERN14A • Course Progression Domestic Policy STU21A • Course Progression International Policy STU28A 		
Associated Procedures	<ul style="list-style-type: none"> • Assessment Extension Procedure 		
Associated Documentation	<ul style="list-style-type: none"> • Online Assessment Extension Form 		
Standard	Guide to Standards 2015 for RTO's: Training and Assessment <ul style="list-style-type: none"> • 1.8 to 1.12 		
<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 Student Administrator for review.</p> <p>The Student Administrator 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>			

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.

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.

Version Control Summary

Version	Date	Author	Details
V1	29.05.2018	Emma Lander	
V2	16.01.2020	Nicole Watts	
V3	08.07.2020	Nicole Watts	