

POLICY: Assessment Extension Policy	
Objective	The aim of this policy is to provide a fair, transparent, and consistent framework for granting assessments and to ensure students facing genuine and unforeseen circumstances are supported appropriately while maintaining academic integrity.
Policy Name	Assessment Extension Policy
Policy No	LERN13A_SDS
Associated Policies and Procedures	INT02A_CRICOS Attendance Policy INT05A_CRICOS Course Progression Policy LERN11A_SDS_Assessment Submission Policy LERN14A_SDS_Assessment Resubmission Policy STU04A_SDS_Attendance Policy STU08A_SDS_Course Progression Policy
Associated Documentation	Assessment Extension Application Form Class Study Plans Website Student Support Page Student Handbook eCampus Course Induction
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 1: 1.1 Part 1, Division 2: 1.3 - 1.5 Part 2, Division 1: 2.1 Part 2, Division 2: 2.3 - 2.4
Authorised by	Nicole Watts
Date and Version	V1 22/08/2008 V2 29/05/2018 V3 16/01/2020 V4 08/07/2020 V5 24/01/2025 V6 27/08/2025 V7 12/03/2026

Students are notified of assessment details well in advance of due dates. Due dates are published in the class study plan, available from the first day of each semester on the Student Hub on the eCampus.

Consequently, extensions are only 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 3 business days before the assessment is due by submitting the Assessment Extension Application Form on the Student Hub on the eCampus. Should unforeseen circumstances occur such that the student cannot apply within the required timeframe, students may still submit an application for consideration. Application forms are submitted directly to the Operations and Learning Advisor for review.

Extensions will only be granted on medical, compassionate, or other serious grounds, and independent supporting documentation must be supplied in the application. Students will be advised by email of the outcome of their application within 3 business days.

Extensions may be granted of up to one week.

If the assessment involves a Final Critique which the student does not complete during the scheduled class, a fee of \$110 (GST inclusive) applies. Efforts will first be made to arrange an alternative time to present directly to the Educator. If this cannot be arranged, the student will be required to supply a video recording of their presentation for their Educator to review.

Extensions will be granted for an Interim Critique only if a medical certificate is provided for the day of the scheduled presentation. The Interim Critique will be rescheduled for the next suitable class. Students who fail to present in their original scheduled class without supplying a medical certificate for that day, or who fail to present at their rescheduled time, will forfeit the opportunity to formally present their work.

Students may seek an extension to their eCampus upload while still presenting in class as scheduled.

Should a student not meet the eligibility criteria for an assessment extension, they may meet with the Operations and Learning Advisor to discuss their situation. Students must note that submitting the Extension Application Form does not guarantee an extension will be granted and each application will be reviewed against the above eligibility criteria.

Being absent from class the day an assessment is due does not grant the student an extension to their submission and the assessment is still required to be submitted to the eCampus as due. If the student is unable to do so due to illness or misadventure, they must submit an Assessment Extension Application as soon as practical and follow up by supplying a medical certificate or other documentation in support of the request.

If a student fails to submit their assessment by their original submission deadline where an extension has not been granted, or fails to meet their extended deadline, they will be issued an Academic Caution and will have 24 hours to submit their assessment. Failure to submit within this time will result in a grade of Not Yet Competent and in accordance with the Assessment Resubmission Policy, the student will then have one additional attempt at submission before further fees are incurred.