

Extensions on assessment

Category:	Education	Version:	1
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Purpose

To guide the Education Team in issuing student assessment extensions.

Policy

1. It is the Education Team's highest priority to assist its students to pass assessments and obtain course accreditation. The Education Team appreciates that life is often unpredictable and with reasonable notice, assessment due dates can be negotiated and extended. Students must appreciate that it is resource-consuming (i.e., the staff member must work longer hours/weeks) to continue extending the assessment period and that Northey Street City Farm, being a not-for-profit, must take this into consideration when assessing the case for extension.

Procedures

2. Students must be mindful of their self-discipline and project management to ensure assessment is completed on time.
3. Students who have faced adverse circumstances and feel they need to extend their assessment due date must first contact their lecturer.
4. To receive an extension, students must be able to show the work they have completed to date: first drafts, notes, initial diagrams and drawings etc., to demonstrate that they haven't simply left the work to the last moment and run out of time.
5. Assessment date change negotiations will not be entered into for students who have simply procrastinated all term and then found themselves lacking time.
6. Only one extension will be given per project.

