Why will I sometimes be refused an extension?

If you do not have a valid reason that is accepted, an extension may be refused. Reasons for this may include:

- the extra time allowed to you would give you an unfair advantage over other students. This would mean that other students could object to your extension.

Can I appeal if I have been refused an extension?

Yes. Submit your application to the Assistant Principal, Ms Rizzo for further consideration.

How do I appeal?

If you appeal, it is important that you still submit your assignment for marking (wholly or partially). Write down reasons for appealing the non-approval of extension in a letter and attach any documentary evidence and submit to the APA—Ms Rizzo.
Why do we need an assessment policy?

The assessment policy is designed to ensure that students are aware of their responsibilities regarding the completion of assessment and to meet the requirements of their study programme. Assessment due dates are important. They are essential to the smooth running of the School and the subject and an important means of maintaining fairness and equity to all students in a subject.

What are students expected to do in relation to assessment?

Students are required to:
- record all assessment dates at the beginning of each semester in their College diary;
- allocate appropriate out-of-class study and preparation time for tests or assignments;
- submit drafts by the monitoring check points;
- submit all assignments on or before the due date;
- reference all work appropriately; and
- seek extensions before the due date if problems arise.
- sit exams on the scheduled date

Why do I have to apply for an extension/exemptions?

An extension/exemption may give a student an unfair advantage over other students. It is important that a clear policy is prescribed so that fairness and equity is preserved.

Extensions are not an automatic right. Except in exceptional circumstances, approval of extensions must be done as soon as a problem arises in meeting assessment requirements.

What are valid reasons for extensions/exemptions?
- Genuine illness (evidenced by a medical certificate covering more than one day)
- Personal reasons which you may explain to a counsellor or member of staff, who may negotiate with administration/or your teacher and Academic Coordinator.
- An accident which affects your ability to do your work.
- Long term illness/explained absence apply to exemptions only.

What happens if I do not submit on the due date?

On the due date, submit the work you have completed to your teacher. It is better to submit a partially completed assignment than nothing. A letter will be sent home notifying guardians/parents. Failure to submit anything will mean you may not be given credit for the assignment. In Year 11/12, this could affect your eligibility for an OP result.

What do I do after I have my approval?
- Be sure to meet the new deadline approved for you.
- Attach the approval to your assignment when you submit your assignment.
- You must not lose your copy of the approval, as it is proof that your extension was granted.

How do I apply for an extension/exemption?
- Collect an “Application for Extension/Exemption” Form from the Office and fill out Section 1.
- Incomplete applications may be rejected.
- Attach documents to provide proof of the problem preventing your assignment submission by the due date.
- Submit the application to your teacher. They will need to check with the Academic Coordinator for approval.
- In exceptional circumstances such as hospitalisation, you (or a household member) may phone in/e-mail your teacher.
- An application is approved when signed by the teacher and Academic Coordinator and a copy is returned to you.
- Request for EXEMPTIONS are to be submitted to the APA — Ms Rizzo.

What do I do if I am absent on the date the assessment is due?

If you are absent on the due date, you need to:
- phone the College on 3489 4890 advising your teacher of your absence and reasons for this;
- get a friend or family member to delivery the assignment to the Front Office before 3.00pm on the due date; or
- you can email your assignment to your teacher by 3.00pm on the due date.

If you are away for medical reasons, you need to attach a medical certificate to the front of your assignment and submit the assignment to your teacher on your first day back at school. Your medical certificate must cover the day the assessment task was due.

What happens if I do not submit on the due date?

On the due date, submit the work you have completed to your teacher. It is better to submit a partially completed assignment than nothing. A letter will be sent home notifying guardians/parents. Failure to submit anything will mean you may not be given credit for the assignment. In Year 11/12, this could affect your eligibility for an OP result.