



CAPSTONE COLLEGE
TASMANIA
Learn to Live

Assessment Extension POLICY PROCEDURES

Aim: Capstone College values student learning and in supporting students to enrich their learning. To this end, Capstone will endeavor to find ways within TASC course requirements to allow students to be granted an extension on assessment.

Policy:

- to provide a system of procedures to allow a student to request an extension on an assignment.
- investigate how students may meet the integrity requirements of the course and TCE /TCEA attainment
- the Principal or delegate determining the reason for extension of the assessment.
- to provide a system of procedures to allow a student to change courses.
- to ensure that there is a central system in place to keep adequate records of course change forms
- to distribute these guidelines to all teachers and parents and the Student Guidelines to senior students annually.
- to include these guidelines in the Senior Student Handbook and on the school website
- to provide the student or staff a right of appeal in the event of an unfavorable judgment by the Principal or delegate.

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Procedure:

Students will:

- discuss the reason for the extension with the Principal or their delegate.
- complete the form below

Student Name: _____

Date of request: _____

I request an extension (course name) _____ Due date: _____.

The reason for this request is

Student's signature; _____

Date: _____

Processes for Capstone College

- 1 Initial discussion with student and parent (if applicable)
- 2 Ascertain the validity for the request

Capstone College has agreed/ not agreed to the request of an extension in this course.

Revised due date for the assessment is _____

Principal's signature: _____

Date: _____