Purpose

This guideline describes the circumstances of applying for deferred assessment, also commonly referred to as assessment extension, within Goodstart Institute of Early Learning. It aims to support students completing their qualification in the approved timeframe and to maintain the required focus to their study.

Philosophy of Assessment

Assessment is conducted to measure student’s learning outcomes expressed as knowledge and skills and the application of the knowledge and skills at the required Australian Skills Framework, level 3 (Certificate III) or level 5 (Diploma). This evidence may need to be undertaken under certain conditions and varied frequencies. All assessment undertaken within Goodstart Institute of Early Learning is valid, reliable, flexible and feasible. The qualification has been structured to support the student to successfully complete the program within the suggested Volume of learning timeframe according to the Australian Qualifications Framework. Students are also encouraged to read the Quality Training and Assessment Procedure.

Process

<table>
<thead>
<tr>
<th>Assessment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is not able to submit assessment at the required time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deferred Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>If students believe they meet the Deferred Assessment criteria, they must submit a request for assessment extension within 5 days and attach required evidence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is granted extension of up to 10 weeks leave or extension not approved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student will be notified of outcome.</td>
</tr>
</tbody>
</table>
Deferred Assessment

Students may apply for deferred assessment if they were prevented from performing an assessment item, such as an on-the-job task, presentation, written assignment or other scheduled assessment activity scheduled for a particular date.

Acceptable grounds to approve a deferred assessment:

The following would generally be considered acceptable grounds to approve a deferred assessment:

- On the grounds of illness;
- Temporary disability;
- Bereavement;
- Accident;
- Sporting or cultural commitment at state, national or international representative level.
- Or other compassionate circumstances (for example, death of a family member or close relative, serious illness of a family member or close relative, involvement in an accident where this does not involve injury, significant and unexpected employment problems or pressures, significant relationship problems).

Deferred assessment application process

Requests for deferred assessment must be submitted online and accompanied by appropriate documentary evidence to your Professional Learning Consultant no later than 5 days after the date pertinent to the assessment item.

Approval of deferred assessment

Applications for deferred assessment may be approved by the Professional Learning Consultant for no more than three weeks. Time frames longer than three weeks will require the approval of the Senior Professional Learning Consultant.

Documentation required to support an application for deferred assessment

Students applying for deferred assessment on medical grounds must submit an original medical certificate completed by a registered medical or dental practitioner stating:

a) The date on which the practitioner examined the student;

b) The severity and duration of the complaint;

c) The practitioner’s opinion of the effect of the complaint on the student’s ability to undertake the assessment item.

A statement that the student was ‘not-fit-for-duty’ or was suffering from ‘a medical condition’ will not be accepted unless the information in (1), ii) and (iii) above is included.
Assessment Extension

Students applying for deferred assessment on other grounds must submit suitable documentary evidence, such as bereavement notice, letter from employer, practitioner or professional, statutory declaration, copy of accident report.

Following submission of a completed application for deferred assessment and its consideration by the approving Institute staff member, the student will be notified of the outcome. The student will be notified by email.

Students who feel that their case for deferred assessment has been wrongly dismissed by the Professional Learning Consultant or Senior Professional Learning Consultant may seek a review of that decision within ten days of notification from receiving notification of the outcome of the review of the application. This appeal must be submitted as a formal appeal to the Institute Manager. The decision of the institute manager is final.

Timeframes

Professional Learning Consultants may approve up to three weeks deferred assessment with no evidence due to:

- Temporary disability
- Bereavement;
- Accident
- Sporting or cultural commitment at state, national or international representative level.
- Or other compassionate circumstances (for example, death of a family member or close relative, serious illness of a family member or close relative, involvement in an accident where this does not involve injury, significant and unexpected employment problems or pressures, significant relationship problems).

Senior Professional Learning Consultants may approve up to ten weeks extension of deferred extension with evidence due to:

- Temporary disability
- Bereavement;
- Accident
- Sporting or cultural commitment at state, national or international representative level.
- Or other compassionate circumstances (for example, death of a family member or close relative, serious illness of a family member or close relative, involvement in an accident where this does not involve injury, significant and unexpected employment problems or pressures, significant relationship problems).

Students with deferred assessment of three weeks or less, semester schedule pattern must be maintained.

Students with deferred assessment greater than 3 weeks, can re-enter the semester at the beginning of the next semester.

Students are required to complete their qualification in the agreed end-date.
Assessment Extension

An extension to the program may be requested if approved deferred assessment longer than 10 weeks.

**Student learning needs**

This guideline has been developed to support students with their study to maintain progression. If students consistently require deferred assessment due to learning needs, then they are to meet with their Professional Learning Consultant and in consultation with the Senior Professional Learning Consultant and where required Goodstart Early Learning Ltd staff (Centre Director and Area Manager) to revise and agree on a new training plan.