Name	Non-Completion and Late Submission of Assessment Tasks		
What is the purpose of this policy?	The purpose of this policy is to outline Sydney Film School's (**SFS**) mechanisms for dealing with non-completion or late submission of assessment tasks. It is designed to read in conjunction with SFS' *Monitoring Course Progress* Policy and Procedure.		
Version	#3	**Next review**	July 2017
Who is affected by this policy?	**Who has rights?**		**Who has responsibilities?**
	Students		Education Administrator Student Registrar

Policy

Sydney Film School (**SFS**) expects its students to complete their course within the duration specified for their course in their Student Agreement. It is for this reason that SFS sets and enforces a strict timetable for the submission of assessment tasks.

SFS recognises that circumstances may arise during a course that result in a student being unable to submit, by the time set by SFS, all of the assessment tasks which that student is required to complete and have assessed by SFS.

If after having been given the opportunity to resubmit an assessment task, the student still fails to successfully complete the task by the new due date, then this policy will apply.

In limited circumstances the Student may be able to apply for a deferment of study in accordance with SFS' *Student Deferment, Suspension and Cancellation of Study Policy and Procedure.*

This *Policy* is designed to provide a procedure by which students are given an opportunity, at their cost, to re-enrol for the purpose of completing one or more outstanding assessment tasks after the due date for submission of the assessment task(s).

Procedure

Application for Re-enrollment

A student may apply to re-enrol to enable the student to submit assessment tasks after the time set by SFS for the task to be submitted for assessment.

A student wishing to apply under this *Policy* must do so in writing stating student's reasons for his or her inability to complete the assessment task on time.

International students may be restricted from extending the length of the course of study by their visa conditions. Refer to the *Completion Within Expected Duration of Study* Policy and Procedure.

Local students seeking to re-enroll may be subject to the selection criteria under the *Application and Enrollment* and *Language Literacy and Numeracy* Policy and Procedure. Student may be deemed unsuitable for re-enrollment.

Re-enrollment Fees

Students applying to re-enrol to enable completion of outstanding assessment task(s) have two options.

Option 1- *No use of School resources*

SFS recognises that a student may not need to use SFS' equipment, resources (e.g. access to or supervision by teaching staff) or re-sit classes in order to be able to complete the outstanding assessment task(s).

If a student can submit their outstanding assessment task(s) without the use of SFS' equipment, resources or re-sit classes, they can:

- submit an individual outstanding (ie late) written assessment task by submitting that task for assessment at a cost of $100;
- submit an individual outstanding (ie late) observational assessment task by submitting that task for assessment at a cost of $200;
- enroll into an Assessment-Only Unit of Study at a cost of $500 per Unit of Competency.

Option 2 – *Use of School resources*

Depending on the nature of the outstanding assessment task(s), students may:

- submit an individual outstanding (ie late) written assessment task by submitting that task for assessment at a cost of $100;
- submit an individual outstanding (ie late) observational assessment task by submitting that task for assessment at a cost of $200.

Assessment on the above terms will be subject to approval by the Director of Education.

Where the outstanding assessment task(s) requires use of SFS' equipment, resources or re-sit classes, the student is required to re-enrol in the relevant full Unit of Study and pay the full course fee for that Unit of Study. The fee will be the course fee as published in SFS' *Tuition Fee Schedule* current at the date of proposed re-enrollment.

NB: Under no circumstance are students allowed access to SFS' equipment or resources if they are not enrolled in the relevant Unit of Study for which they require access to that equipment and resources.

Version Control

Approved by	Version #	Date
Ben Ferris	1	5 July 2013
Ben Ferris	2	19 March 2015
Policy and Procedure Committee	3	6 Dec 2016