

MISSED ASSESSMENT DUE TO OTHER COMMITMENTS

INTRODUCTION

This policy statement provides guidance in situations where students miss tests or other assessment deadlines due to other commitments, as a high percentage of clients are volunteers and work takes precedence over voluntary activities/commitments

DEFINITIONS

ASSESSMENT includes the holding of tests and examinations; and hand-in dates for course work, these include on-line learning task talk exercises and assessments.

POLICY STATEMENT

That whenever possible, Fire Rescue and First Response Ltd should give favourable consideration to making alternative arrangements for such students provided that when making special arrangements, Fire Rescue and First Response Ltd will give careful consideration to issues of equity with respect to the remainder of the group. In the case of tests, possible alternatives may be

1. Permitting the sitting of the test or similar test prior to the departure of the student
2. That where students are to be absent from tests or at times scheduled for submission of course work and wish for special arrangements to be made, and where Fire Rescue and First Response Ltd is able to make special arrangements, students must give adequate notice of absence to their Manager, or the Company so that Fire Rescue and First Response Ltd has time to organise and or approve any such special arrangement
3. Fire Rescue and First Response Ltd will publicise our policies by appropriate means, through inclusion in handbooks, course outlines, and on internet online learning home pages.
4. As per our Assessment Policy, students are able to apply for Reassessment and Appeals of assessment results.