When students enrol they choose a course of study that will meet their current learning needs and future aspirations. Students are actively counselled to ensure that their courses are suitable. Our school motto, “Pathways to Success” clearly sums up our aim to provide a curriculum, which prepares students for successful transition into their future life choices.

Teachers plan course work for students, often negotiating with students to plan work that is particularly relevant to each student. Teachers will provide students with an assessment plan at the start of each semester. The plan provides a guide to what work will be done for assessment and when this work is due. The plan is sent home to parents/carers.

It is necessary for schools to establish clear deadlines for assessment tasks. In life, students and adults have to establish and meet deadlines. Students should strive to meet deadlines. At Pasadena we believe that becoming skilled in meeting deadlines and in managing study time to complete tasks is a vital life skill. We encourage students to organise their time to best demonstrate their learning. To facilitate this

- Students record due dates in their diaries
- Students file assessment plans so they are available at any time
- Students are expected to use lesson time, private study time and homework time effectively to complete tasks
- Students negotiate extensions with teachers when circumstances require this. This is supported with a note from a parent/carer prior to the due date, requesting an extension and stating the reason why a deadline cannot be met

Extensions may be granted for the following reasons:
- Absence due to illness or some other acceptable reason
- The impact of other school activities
- Overload of school work
- Personal or family issues that are affecting the student
- Employment commitments
- Unexpected and unplanned circumstances

Students need to ensure that extensions are for legitimate reasons and usually a student will be able to show some work in progress for this to be granted. The new deadline then must be met. The teacher will verify the negotiated date in the diary. This ensures fair treatment of all students while allowing flexibility to support individual students to be successful.

Students must submit partially completed assessment tasks by the due date or the negotiated extension date, as credit will be given for this.

At Stage 2 (Year 12), there are state wide non-negotiable final deadline dates for some subjects.