



Request received: _____

Request for Assessment Extension

Family Name: _____

Student ID: _____

Given Name: _____

Course Enrolled: _____

Contact no: _____

Email: _____

Please Read the Associated Policy in the Student Handbook i.e. "Policies → Academic Policies → Assessment"

Students are to obtain the extension form from Student Services no later than two days before the due date. The student is required to state the reason for his/her request, and attach any supporting documentation. **The form must be submitted to the Subject lecturer who will recommend for or against granting of extension.** If the request for extension is granted, the student must return the form to his/her Unit of Study lecturer by the due date. The Subject Lecturer will not accept an application for extension after the due date, regardless of whether it has been approved.

Assessments submitted after the due date and without proper approval will be subject to the following penalties:

Days Overdue	Penalty	Maximum achievable result
One	5%	95%
Two	10%	90%
Three	15%	85%
Four	20%	80%
Five	25%	75%
Six	30%	70%
Seven or more	Automatic assessment failure	0%

Assessments can only be accepted by the Subject lecturer in class. In exceptional cases assignments may be submitted to Student Services office with approval by the lecturer, between 9:00am and 5:00pm from Monday to Friday.

Assessment details

Due date of Assessment: _____

Weighting of Assessment: _____

Subject name / code: _____

Assessment type: _____

Detailed description of extension request: _____

Supporting documentation attached Yes No

Student signature: _____

Date: _____

New Due date of Assessment: _____

Subject lecturer: _____

Date: _____

[STUDENT ADMINISTRATION USE ONLY]

Student Admin Staff: _____

Date: _____

Copy of form for student file.