

In order to receive approval for an Assessment Extension (ie approval to complete an assessment task or submit an assignment at a later date) your application must satisfactorily demonstrate to the Unit Coordinator that there are exceptional circumstances outside of your control that prevent you from completing the assessment task in the prescribed timeframe.

Circumstances that may warrant are those listed in the table below which is a summary of information contained in the [Assessment and Student Progression Manual: Consolidated Policies and Procedures](#).

All applications **must** be accompanied by relevant documentation appropriate to the circumstances and included as an attachment to this document.

Circumstance	Documentation Required from Student
a. Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time or due date/time is not possible	a medical certificate or signed statement from a medical practitioner registered by the relevant National Medical Board (http://www.medicalboard.gov.au) Note: statements signed only by a pharmacist are unacceptable. A letter of support from the Counselling and Disability Services may also be included where relevant.
b. Family issues (for example family injury, illness or bereavement etc) of such significance that completion of the assessment task by the original date/time or due date/time is not possible	
c. Commitments to participate in elite sport or other activities that warrant favorable consideration	documentation to support the student's claim
d. Commitment to assist with emergency service activities (for example bushfire protection)	a letter from the employer clearly supporting the student's claim
e. Unavoidable and unexpected work commitments (for example relocation, change to fly-in fly-out shiftwork)	

An application for Assessment Extension must be lodged with your Unit Coordinator **before the date or due date of the assessment task.**

In exceptional circumstances a request may be accepted up to five working days after the date or due date of the assessment task. Such requests will only be accepted where the student is able to provide a satisfactory explanation of why he or she was not able to submit the application for Assessment Extension by the date or due date of the assessment task.

YOU MUST COMPLETE ONE OF THESE FORMS FOR EACH UNIT

The completed form may be submitted via email to the Unit Coordinator.

Application for Assessment Extension



Student Details

Student Name

Student ID

Course

Campus Location

Email

Contact numbers

Unit Details

Unit Name

Unit Code

Unit Coordinator

Assessment Task Name	Due Date	Requested Due Date

Grounds for Application (if more space is required please use an attachment)

Date you submitted this form

RESPONSE TO REQUEST FOR ASSESSMENT EXTENSION

The Unit Coordinator shall notify the student of the outcome of their application for Assessment Extension **within three working days** of the decision.

Note: If the request includes an application for extension for an End of Semester Examination the Unit Coordinator should follow the procedures outlined by their School, this may include forwarding the application to the Course Coordinator or other designated person.

The Unit Coordinator has determined that your request for an Assessment Extension is:

Assessment Task Name	Not Granted	Granted	The Date or Due Date of the assessment is now

If your Assessment Extension has been granted you are advised not to commit to any other arrangements that will prevent you from completing the assessment task(s) for which an Assessment Extension has been granted.

A student who commits to other arrangements and fails to complete a delayed assessment at the specified time will forfeit the right to a further extension, unless the failure was due to exceptional circumstances beyond their control. Only if a student can demonstrate ongoing or further exceptional circumstances can an additional delay be granted. If further exceptional circumstances are other than those described in the original application for Assessment Extension, the student must complete a new application form.

Reason for NOT GRANTING application for Assessment Extension

A student who is denied an Assessment Extension may appeal to the relevant Head of School.

Signature of Unit Coordinator

Date