

APPLICATION FOR EXTENSION OF TIME FOR SUBMISSION OF AN ASSESSMENT TASK

Students should note that:

- the procedures to be used in applying for an extension of time for submission of an assessment task are described in the Assessment Policy (Section 4.3).
- the lecturer can only grant an extension up until the Board of Examiners meeting in each semester
- if a longer extension is required because of extenuating circumstances, students are advised to apply for Special Consideration.
- if an extension is granted by the lecturer, the bottom portion of the form must be included with the assessment task when it is submitted, the top section of the form is to be retained by the student.

1. DETAILS OF EXTENSION REQUEST

STUDENT NAME _____ I.D. NUMBER _____

UNIT TITLE _____ UNIT CODE _____

ASSESSMENT TASK DETAILS

Brief statement of grounds on which extension is requested (to be completed by student).

Current Due Date _____ Requested Due Date _____

SIGNATURE OF STUDENT _____ Date: _____

- The request for an extension is Not approved Approved
- If approved the date for submission of the assessment task is EXTENDED TO: _____ and it will be received without penalty and marked against the full allotment of marks as originally prescribed.
- SIGNATURE OF LECTURER _____ Date: _____

2. APPROVAL DETAILS

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THIS SECTION MUST BE KEPT BY STUDENT AND SUBMITTED WITH THE ASSESSMENT TASK

UNIT TITLE _____ UNIT CODE _____

ORIGINAL DATE DUE _____ DATE DUE NOW EXTENDED TO _____

Signed by LECTURER _____ DATE _____