

ASSESSMENT EXTENSION REQUEST FORM



Use this form to apply for an extension of time beyond the original due date for submitting assessment work for a specific unit. The completed form must be submitted to your trainer at least one working day before the original due date.

<u>STUDENT INFORMATION</u>			
Student ID:			
Given Names:		Date:	
Last Name:		Contact Number:	
Unit Code:			
Unit Name:			
Extension Requested Until:			
Reason for Extension:			
Evidence Attached? <i>(if relevant, medical certificate for example)</i>	☐ Yes ☐ Not Applicable		

GENERAL INFORMATION

You are required to submit assessment tasks by the due dates but, where circumstances outside your control prevent you from completing the assessment task on time, you may apply for an extension to the due date.

Examples of the types of circumstances that may be considered include:

- Unexpected illness (student or immediate family member under your care)
- Unavoidable employment or personal commitments beyond your control (e.g. bereavement, crime, trauma)
- Severe disruption to living, financial hardship, or sudden loss of income
- Overseas travel for personal reasons

In exceptional circumstances, students who are unable to meet revised deadlines must contact the Academic Manager immediately to discuss an alternative plan; approval in such cases is at the discretion of the College and will be considered in line with College policies and regulatory requirements. Access to the unit on the LMS portal will be automatically revoked after the due date, and failure to submit assessments on time will result in a final outcome of Not Yet Competent (NYC) being recorded on LMS.

<u>TRAINER USE ONLY</u>			
Trainer Name:			
Sign:		Date:	
New Due Date granted:			