

Request for Extension of Assessment

Form



All students requesting an extension to the due date for an assessment must complete this form. The submission of the form does not automatically approve an extension.

Process:

Complete the form below and provide this original copy to your teacher **at least 48 hours prior to the assessment due date**. Extension will be granted in exceptional circumstances only and must be supported by appropriate evidence. Circumstances will be evaluated on their own merit. In the case where illness is the reason for your request, an original medical certificate must be attached to support your application.

Upon review of your application, you will be notified of approval / non-approval of your application. If the extension is approved you will be advised on the revised assessment due date. If not approved, you are required to submit the assessment as per the scheduled due date.

Student Name:		Student Number:	
Contact Details: <i>For notification of outcome (email/mobile)</i>		Teacher/Assessor Name:	
Assessment Details			
Qualification Code:	Qualification Name:		
Unit/Course Code:	Unit/Course Name:		
Assessment Task No:	Assessment Task Name:	Due Date:	
Reason for Extension: <i>You will be required to provide evidence e.g. if due to illness, attach an original medical certificate</i>			
Student Signature:		Date:	
Parent/Guardian's Signature: <i>If student is under 18 years</i>		Date:	

Office Use Only

Teacher/Assessor Comments: *Provide information to support this request*

Teach/Assessor Signature:		Date:	
Manager Signature:		Date:	
Not Approved	Approved	Extension granted until:	
Date Student Notified:		Method of Notification:	

Note: A copy of this application must be retained on the student file.