



## Request for Assignment Extension Form

**Applications for extension must be made in writing to your Trainer/Assessor on this "Request for Assignment Extension".**

- This form must be submitted to your Trainer/Assessor, with supporting documentation attached **no later than 72 hours before the assignment is due.**
- An assignment submitted after the due date without an extension having been granted will incur a penalty of 5% per day off the marks awarded for the piece of assessment in question.
- An assignment submitted more than eight days beyond the due date, will be awarded a conceded pass regardless of the mark achieved.

**Requests for extensions made after the assignment due date will not be considered.**

- Upon approval, your Trainer/Assessor will advise you of the new due date and sign this form.
- Once approved this form must be attached to the front of your assignment when you hand your assignment into your Trainer or attached as a file if you are submitting on-line
- If this extension form has not been approved by your Trainer/Assessor, or is not attached to your assignment when you hand it in, penalties for late submission of your assignment will apply.
- Except in exceptional circumstances, a student will be offered only one extension for any particular assessment item.
- Generally, a maximum of 7 days extension only will be granted.
- Applications for assignment extensions may be rejected if the Trainer/Assessor has reason to believe that the student is seeking to gain an unfair advantage through deferred assessment.
- This judgement may be based on the following factors; the particular circumstances of the application, the student's academic record and history of assessment extension applications

### **Submission for Distance Units of Study**

Please submit this form to your Trainer/Assessor via messages using the on-line eLearning platform Moodle.

### **Submission for on campus Units of Study**

Please submit to your Trainer/Assessor in class or to Student and Learning Services

**A. STUDENT TO COMPLETE**

<b>Student Name:</b>					
<b>Student Number:</b>					
<b>Address:</b>					
			<b>Postcode:</b>		
<b>Telephone:</b>		<b>(H):</b>		<b>(W):</b>	
<b>Unit of Study Name</b>		<b>Unit of Study Code</b>			
<b>Term &amp; Year:</b>					
<b>Assignment Topic:</b>					
<b>Trainer</b>					
<b>Original Due Date:</b>					

**Reason for extension please attached supporting documentation to substantiate the reason \_\_\_\_\_**

---



---



---



---



---

## B. Trainer to Complete

*Trainer use only*

- Proof sighted
- Extension granted until: \_\_\_\_\_
- Extension not granted
- Reason:
- insufficient proof
- not an extenuating circumstance
- other (please specify) \_\_\_\_\_

Trainer's Signature \_\_\_\_\_

Date \_\_\_\_\_

## C. Office to Complete

*Office use only*

Date handed in:		Days overdue:	
Received by:			
Marks deducted (5% per day late):		Assignment Final Mark:	
Signed by Trainer			