



## ASSESSMENT/EXAM EXTENSION DEFERRAL REQUEST FORM

### EXTENSION/DEFERRAL REQUEST GUIDELINES

- **Up to 7 days** for theory assessments, online quizzes, online exams may be granted at the College's discretion. Email your extension request, including your reasons, to [recordscoordinator@naturecare.com.au](mailto:recordscoordinator@naturecare.com.au) **prior to the assessment due date** and you will be informed of the outcome within three college working days. If applying after the due date, the extension given is 7 days from the original due date.
- **More than 7 days & up to 13 days** extension you will need to supply the **Assignment Extension/Deferral Request Form** (on page 2) and include supporting documentation i.e., medical certificate or declaration detailing your extenuating special circumstance.
- **Two weeks or more extension** for theory assessment or an extension for a practical assessment, you will need to fill out **Assignment Extension/Deferral Request Form** (on page 2) and supporting documentation i.e., medical certificate or declaration detailing your extenuating special circumstance. Submit prior to the due date or within 3 days after the due date. (Please note deferral **administration fees apply** for request of 2 weeks or more extensions).

### HOW TO APPLY

Complete the **Extension/Deferred Assessment Application Form** (found on page 2 of this document) and submit with your supporting documentation:

- for medical reasons, supporting documentation should be from a registered health care professional – the medical certificate must cover the days of the assessments
- for exceptional personal circumstances, your supporting documentation should independently confirm the circumstances of your application

### Submit your completed application form and all supporting documents by email

to [recordscoordinator@naturecare.com.au](mailto:recordscoordinator@naturecare.com.au). The outcome of your application, including the new due date of your assessment will be emailed to you within three college working days.

In the case of applying for a practical assessment deferral, you may be put in contact with your Trainer to discuss dates that are suitable for both of you.

### Your application will be approved:

- if your reasons and supporting documentation meet the requirements

### Your application will be denied:

- if you submitted an incomplete form and/or did not include appropriate supporting documents



## ASSIGNMENT EXTENSION/DEFERRAL REQUEST FORM

To be eligible to apply for an extension or deferral you must meet the following criteria as applicable\*:

Circumstances I can apply for a extension/deferred assessment or Exam?	What evidence do I need?	Student Checklist	✓	Office Use	✓
<ul style="list-style-type: none"> <li>Illness or Incapacity</li> </ul>	<ul style="list-style-type: none"> <li>A certificate from a registered practitioner*</li> </ul>	<i>I have completed and signed the form</i>	<input type="checkbox"/>	Authorised / Not Authorised	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Bereavement in the immediate family</li> </ul>	<ul style="list-style-type: none"> <li>Medical declaration*</li> </ul>	<i>I have attached all relevant documentation</i>	<input type="checkbox"/>	Fee taken / Receipt given	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Hardship/Trauma</li> </ul>	<ul style="list-style-type: none"> <li>Cessation certificate/Police Report or Statutory Declaration*</li> </ul>	<i>I have submitted the fee (for practical assessments and/or theory assessment /exam requests of 2 weeks or more)</i>	<input type="checkbox"/>	Confirmation Email issued confirming exam date/time	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Exceptional personal circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Summary of extenuating circumstances &amp; relevant, independent supporting documentation*</li> </ul>			Date Confirmed	<input type="checkbox"/>

Please note: *You must supply supporting documentation for extension requests of more than 7 days.*

\*Extension requests for up to 13 days: No administrative fee applies.

### Deferred Exam/Assessment Administration Fee for a period of 2 weeks or more

Theory Assessment/Exam

\$50.00 per subject

Practical (one-on-one) assessment/exam

\$175.00 per assessment

### Student Details:

Name:

Contact Number:

Email address:

Subject Name	Assessment (Mid-term/ End-of-term quiz, Assignment)	Term	Year	Trainer Name:



# Nature Care College

## Payment Options (if applicable)

Please charge my credit card:  Visa  Mastercard

Card Number:

Expiry date

CCV

TOTAL PAYMENT \$ \_\_\_\_\_

Cardholder Name (print): \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Student Signature.....

Date.....

**Your signature is not required if you are submitting the application form electronically. By submitting the application form electronically, you accept all Terms and Conditions.**

### **Office Use Only**

Application approved Yes No

Date:

### **Assessment/Exam Rescheduled:**

Date:	Time:	On-line	Trainer (if applicable)