



ASSESSMENT EXTENSION REQUEST FORM

The Assessment Extension Request Form must be submitted at least **3 working days before the due date of the assessment.**

IMPORTANT INFORMATION

- ✓ In order to receive approval for an Assessment Extension (approval to complete an assessment task or submit an assignment at a later date), your application must satisfactorily demonstrate that there are exceptional circumstances outside of your control that prevent you from completing the assessment task in the timeframe.
 - ✓ Circumstances are those indicated below.
 - ✓ All applications must be accompanied by relevant documentation e.g. medical certificate.
 - ✓ Student illness, injury or medical condition
 - ✓ Family issues (family injury, illness or bereavement etc.)
- **Note: Holiday arrangements (including overseas travel), poor time management, excessive work commitments, computer problems or family and social commitments ARE NOT ACCEPTED as an excuse to request an assessment extension.**

STUDENT DETAILS

Student ID: Student Name:

Course Name: Trainer's name.....

Unit code/Cluster	Due Date	Requested Due Date

REASONS FOR APPLYING FOR ASSESSMENT EXTENSION REQUEST

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Student Signature Date/...../.....

Office use only

Received by: Date/...../.....

Trainer Name and signature: Date:/...../.....

Approved YES / NO

Reasons for "Not Approved"

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