

Assessment Extension Request Form

This form is to be used for an Assessment Extension Request of 5 days or less. For an Extension Request of more than 5 days, please complete the Special Consideration Application.

- A student may apply for an extension of the due date of an assessment task if circumstances beyond their control prevent them from completing the task on time.
- Requests must be lodged with the relevant trainer at least 3 days **BEFORE** the due date for the assessment.
- You will be notified of the outcome of your request via your email address, within two (2) working days.

In the meantime, you must make every attempt to complete the task on time, should your request be denied.

Personal Details

Family Name:		Given Name:	
Student ID:		E-mail:	
Contact Number:			

Unit & Assessment Details

Unit Code			
Unit Name			
Trainers Name			
Assessment Task Name and No.		Have you started the task?	Yes / No (Circle one)
Assessment Task Due Date			
Requested Extension Date <small>(Must be no more than <u>5 days</u>)</small>			

Reason for Extension Request - Please provide a brief explanation of the reasons for your extension request

Student Declaration

I declare that the information provided by me on this form is true and correct, and I have attached evidence of the work I have already started on my assessment task.

Student Signature:	Date:
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OFFICE USE ONLY				
Extension approved (Please circle)	Yes	No	New Due Date	
Are there Fees applicable	Yes	No	Amount Owing	
Student advised if payment is required	Yes	No	Student Initial	
Further Comments/Instructions by the Trainer/Training Coordinator				
Trainer/Training Coordinator Name		Trainer/Training Coordinator Signature		Date:
NOTE: Please email outcome of request to student, then forward form to the Training Coordinator, who will attach to the student's file				