Application for extension of time

to submit assessments

**Student information**

Use this form to apply for an extension of time to the original due date for submission of assessment work such as

* Knowledge Questions,
* projects,
* portfolios or
* demonstration of practical skills.

You must submit the form at least one (1) working day before the original due date. Extensions may be granted for no more than ten (10) working days. Note:Applying for special consideration does not guarantee that it will be granted. Each application will be assessed on a case-by-case basis.

**Section A: To be completed by student**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit Code and Title** |  | | | | |
| **Lecturer Name** |  | | | | |
| **Assessment Number and Title** |  | | | | |
| **Reason** | *Please provide detailed reasons for requesting an extension. Your application will be strengthened if you attach documentary evidence such as a medical certificate.* | | | | |
| **Original Due date** |  | **Days requested** | *Up to maximum of 10 working days* | **Proposed Due date** |  |
| **Applicant declaration**  I declare that the information provided by me above is true and complete. I acknowledge that the North Regional TAFE reserves the right to confirm the information provided. | | | | | Student signature and date |
| Is supporting documentation attached? (e.g. medical certificate) | | | | | Yes / No |

**Section B: To be completed by Lecturer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application outcome:** | Approved/ Denied | **New due date:** |  |
| **Lecturer Name, signature and date** |  | | |
| **Lecturer** on completion of this form email a copy to student and place original in student file. | | | |
| **Student:** attach this section to your assessment | | | |

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**General information**

You are required to submit assessment tasks by the due dates but, where circumstances outside your control prevent you from completing the assessment task on time, you may apply for an extension to the due date. Applications for extension of time are assessed by the Lecturer that offers the unit. Extensions may be granted for no more than ten (10) working days.

**Eligibility criteria**

Examples of the types of circumstances that may be considered include (but are not limited to):

a) unexpected short-term physical or mental illness

b) primary carer responsibility for a family member with an unexpected illness

c) an unexpected, unavoidable employment commitment

d) other unexpected personal circumstances outside your control such as: bereavement; being the victim of a crime or other trauma; severe disruption to living arrangements or financial hardship, for instance, the sudden loss of employment or income.

e) major or sustained technical disruption, failure or connection problems beyond your control during an online assessment may be grounds for special consideration, if it's proven they prevented you from successfully completing and submitting your assessment.

Your application will be strengthened by documentary evidence of your circumstances.

**Effect of approval**

If an extension of time to submit assessment work is approved, the revised date will be considered as your first attempt at the assessment.

**Application process**

This form must be completed and submitted to your Lecturer no later than one (1) working day before the official due date. If your application has been approved, your Lecturer should notify you within no more than two (2) working days of the date of submission of your application.

**Penalty for late submission without prior approval**

Lecturers are not required to accept late submissions of assessment tasks if an extension has not been approved, or where the submission occurs after an approved extended date. In these circumstances the submission revised date would be considered as the second and final attempt at the assessment.