Application for Extension of Assessment Item

Extensions for assessment items must first be approved by the unit lecturer <u>before</u> the assessment is due. It will only be approved for legitimate reasons, such as medical issues or other extenuating circumstances, and all such applications <u>must</u> be accompanied by the relevant supporting documentation. Please refer to the current Student Handbook for more details.

If this application affects an in-class or final exam, where an assessment is taken under exam conditions, a supplementary exam will need to be scheduled. Please liaise with your unit lecturer to find a suitable time to arrange a supplementary exam.

Student Number	
Student Name	
Unit Code & Name	
Unit Lecturer	
Assessment Task or Assignment Title	
Original Due Date	

Checklist

1. Supporting Documentation attached (*e.g., Medical Certificate*)	☐ No	☐ Yes
2. Existing Arrangements/Circumstances (*i.e., 'Arrangements' refer to Special Consideration which has been granted to a student who have a physical, medical, and/or psychological condition*)	☐ No	☐ Yes
3. Other: (*please specify*)	☐ N/A	☐ Yes

Declaration

I declare that the information on this form is, to the best of my knowledge, correct and complete in every detail. I have read, understood, and agree to the College's refund policy, and the Rules and Regulations outlined in the Student Handbook. I understand that the details provided are protected by the Privacy and Personal Information Act 1998 (NSW).

Student Name			
Signature		**Date**	

If approved, this sheet will be returned to you, and <u>must</u> be attached to your assessment item.
All documentation provided to the College regarding your Application will remain confidential.

Office use only		
Unit Lecturer	**Application for Extension:** ☐ Approved ☐ Denied	
	Reasons: (*Optional*)	
	Number of working days extended:	Extended due date:
	Signature:	Date Signed:
	☐ Copy of outcome retained	☐ Relevant lecturer/tutor notified