Faculty of Health - Assignment and Online Test Extension Application Form

Extension requests should ideally be made well in advance of the assignment or test date. For applications submitted within 3 days prior to the assignment due date, a current draft of the assignment showing progress towards completion must be submitted with the extension application. This form may be used if you have missed an online test and wish to apply to have this re-scheduled. This form does not replace the Special Consideration process. (See over for instructions)

Unit Chair Copy:
Student ID ___________________________ Student Name ___________________________
Student Address________________________________________________________________
Student Phone No. ___________ Unit Code ___________ Unit Name _______________________
Tute Group Number ___________ Lecturer/Tutor ____________________________________
Assignment Title ______________________ Assignment Number _______________________
Due Date __________________________ Requested Length of Extension ________ days

Reason for Request - Please attach documentary evidence eg. Medical certificate, counsellors letter
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Signature of Student ___________________________ Date __________________________
Decision: GRANTED/NOT GRANTED
Signature of Unit Chair ___________________________ Assignment/Online Test is now due __________

Student Copy: * Complete both sections of this form before submitting
Student ID ___________________________ Student Name ___________________________
Student Address________________________________________________________________
Student Phone No. ___________ Unit Code ___________ Unit Name _______________________
Tute Group Number ___________ Lecturer/Tutor ____________________________________
Assignment Title ______________________ Assessment Number _______________________
Due Date __________________________ Requested Length of Extension ________ days

Reason for Request - Please attach documentary evidence eg. Medical certificate, counsellor's letter
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Signature of Student ___________________________ Date __________________________
Decision: GRANTED/NOT GRANTED
Signature of Unit Chair ___________________________ Assignment is now due __________
Application for Assignment and Online Test Extension

Steps to Follow:

Step 1 - Student completes, reviews and submits this form to unit chair
Step 2 - Unit Chair considers application.
Step 3 - Student receives notification of the outcome of the application by email.

IMPORTANT: For applications submitted within 3 days prior to the assignment due date, a current DRAFT of the assignment showing progress towards completion MUST be submitted with the extension application.

IMPORTANT: For applications submitted within 3 days prior to the assignment due date, a current DRAFT of the assignment showing progress towards completion MUST be submitted with the extension application.

Conditions under which an extension will be approved include: Medical To cover medical conditions of a serious nature, e.g. hospitalisation, serious injury or chronic illness. Note: Temporary minor ailments such as headaches, colds and minor gastric upsets are not serious medical conditions and are unlikely to be accepted. However, serious cases of these may be considered.

Compassionate e.g. death of close family member, family breakdown.

Hardship/Trauma e.g. sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime. Note: Misreading the timetable, exam anxiety or returning home will not be accepted as grounds for consideration.

Penalties for late submission without approved extension

A due date and time will be set for the submission of each summative assessment task. A marking penalty will be applied where the assessment task is submitted after the due date without an approved extension as follows:

5% will be deducted from available marks for each day up to five days where work is submitted more than five days after the due date, the task will not be marked and the student will receive 0% for the task.

'Day' means working day for paper submissions and calendar day for electronic submissions.

The Unit Chair may refuse to accept a late submission where it is unreasonable or impracticable to assess the task after the due date.