Assignment and Online Test Extension Application Form
Faculty of Health

Extension requests should 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 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 is now due ________________
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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 __________________ Assignment 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 discusses and submits the application for assignment or online test extension directly to the Unit Chair.

Step 2 - Unit Chair considers application.

Step 3 - Student receives notification of the outcome of the assignment or online test extension application.

Step 4 - If extension is granted, the student must attach their approved copy to the assignment when submitted at the Health – Student and Academic Services office. If the assignment is to be submitted online, a scanned copy of the approved form must be provided with the assignment or online test.

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

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.