

Assignment Extension

Faculty of Science, Engineering and Built Environment



Student ID: _____ Campus: _____

Student Name: _____

On Campus units return to:
Unit Chair for approval,
prior to submission at the
Campus Faculty office.

Assignment Title:					
Course Code/Name:					
Unit Code/Name:					
Unit Mode:	Campus / Cloud (Online)	Unit Chair:			
Due date:		Ext. Date:		Total days required:	

Reason/s for extension:

Supporting Documentation attached?

YES

NO

Student Signature: _____ Submission Date: _____

Notes: Work submitted late without prior written approval will be penalised (*refer below*); requests for an assignment extension will be granted in an exception only; extensions are not given unless approved by the proper authority.

Penalties for late submission: The following marking penalties will apply if you submit an assessment task after the due date without an approved extension: 5% will be deducted from available marks for each day up to five days. Work that is submitted more than five days after the due date will not be marked; you 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. It is important that you check any assignment instructions carefully to see if late submissions are impracticable to assess and will not be marked.

STAFF USE ONLY

APPROVAL GIVEN:

YES

NO

DATE STUDENT NOTIFIED: _____

NUMBER OF DAYS EXTENSION GRANTED: _____

UNIT CHAIR: _____

DATE: _____ SIGNATURE: _____