



# Faculty of Arts and Education

## Assignment and Online Test Extension Application Form

Student ID: \_\_\_\_\_ Student Name: \_\_\_\_\_

<b>Assignment Title:</b>				
<b>Course Code/Name:</b>				
<b>Unit Code/Name:</b>				
<b>Unit Campus:</b>	Burwood (Melbourne) Waurnd Ponds (Geelong) Waterfront (Geelong)	Cloud Warrnambool	I have a Learning Access Plan:	Yes  No
<b>Unit Chair Name</b>		<b>Tutor Name</b>		
<b>Due date:</b>		<b>Ext.Date:</b>	<b>Total days required:</b>	

Reason/s for extension: (Please attach supporting documentation e.g. Medical certificate, counsellor's letter, police report etc.)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Student Signature: \_\_\_\_\_ Submission Date: \_\_\_\_\_

<b><u>UNIT CHAIR USE ONLY</u></b>	
Decision: GRANTED <input type="checkbox"/>	NOT GRANTED <input type="checkbox"/>
ASSIGNMENT/ONLINE TEST IS NOW DUE: _____	
UNIT CHAIR: _____	
SIGNATURE: _____	DATE: _____



# Faculty of Arts and Education

## Assignment and Online Test Extension Application Form

### Application process:

Step 1 - Student completes, reviews and emails this form directly to Unit Chair

Step 2 - Unit Chair considers application and replies to the student of the outcome of the application via email.

If extension is granted, the student must attach a copy of this approved form when submitting the assignment.

NOTE: This form does not replace the [Special Consideration](#) process.

### Conditions under which an extension will normally 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, significant family and relationship problems.
- **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.