

# Assessment Extension Application Form

## Trimester 2/Semester 2, 2020



Where possible, Deakin extends maximum flexibility to enable you to meet the assessment requirements in your units. If circumstances beyond your control, including the impacts of COVID-19, will prevent you from submitting an assignment or from attending/completing an online test by its due date, you should complete and submit this form to your Unit Chair as soon as you become aware of the problem and **no later than** the assessment due date/time. Your Unit Chair may give you an extension of up to two weeks (14 calendar days). This process applies to assessment tasks other than examinations. For more information see [Deakin's Assessment procedure](#) clauses 41-47.

Your Unit Chair will consider your application and will communicate with you via your Deakin email address to confirm the outcome. In addition to your personal statements below, your Unit Chair may also ask you for evidence of progress and/or appropriate supporting documentation for your extension request.

This form does not replace the [Special Consideration](#) process. If you are applying after the due date or require more than 2 weeks' extension, please apply for Special Consideration via StudentConnect.

## Application details

Student ID number

Student name

Unit Code/Name

Unit campus

Burwood

Waurm Ponds

Warrnambool

Waterfront

Cloud

Unit Chair

Assessment item

Due date

Requested length of extension (in days)

Seminar group day/time (if applicable)

### Group assignments

Group assignment

Yes

No

Group number\*

### Learning access plan

I have a DRC Access Plan

Yes

No

Request in line with Access Plan

Yes

No

\*Approved requests for assignment extensions for a group assignment will apply to all group members.



## Personal statement

Reason/s for extension

Potential impact of your requested extension on timely submission of other assessment tasks during this teaching period

## Student declaration and disclosure of information

By submitting this form, you confirm that the information provided above is true and you understand that a person who intentionally provides false information will be subject to penalties under Student and Academic Misconduct.

You also confirm that, where the information you provide in this form indicates a potential risk of harm, your Unit Chair may request support for you from an appropriate Deakin support service, (e.g. Counselling and Psychological Support, Safer Communities, Disability Resource Centre) on your behalf.