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.

Unit Chair Copy:
Student ID ______________________ Student Name __________________________
Student Address _________________________________________________________
Student Phone No. ________________ Unit Code ________________ Unit Name ________________
Seminar Group Number ________________ Teaching Staff Name: __________________________
Assignment Title __________________________________ Assignment Number ________________
Due Date ______________________ Requested Length of Extension ________________ days

☐ I have an Access Plan through the Disability Resource Centre (tick if applicable)

Reason for Request - Please attach documentary evidence eg. Letters, Statutory Declarations and Medical Certificates
________________________________________________________________________________
________________________________________________________________________________
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 ________________
Seminar Group Number ________________ Teaching Staff Name ________________ Assignment Title ________________
Assessment Number __________________________
Due Date ______________________ Requested Length of Extension ________________ days

☐ I have an Access Plan through the Disability Resource Centre (tick if applicable)

Reason for Request - Please attach documentary evidence eg. Letters, Statutory Declarations and Medical Certificates
________________________________________________________________________________
________________________________________________________________________________
Signature of Student ______________________ Date ______________________
Decision: GRANTED/NOT GRANTED

Signature of Unit Chair ______________________ Assignment is now due ______________________

Deakin University CRICOS Provider Code: 00113B
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.

Allowable grounds under which an extension will be approved can be found at the Special Consideration Website and are listed below:

- Medical condition
- An exacerbation of a condition covered by a Learning Access Plan (LAP). Students must indicate they have a LAP when applying for extension
- Compassionate reasons
- Hardship/trauma
- Unexpected employment or career demands
- A requirement related to a student’s obligation as an elite athlete
- Military, jury or emergency service obligations
- Obligatory religious or faith-based commitments
- Obligatory cultural commitments of Aboriginal or Torres Straight Islanders.

**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.