

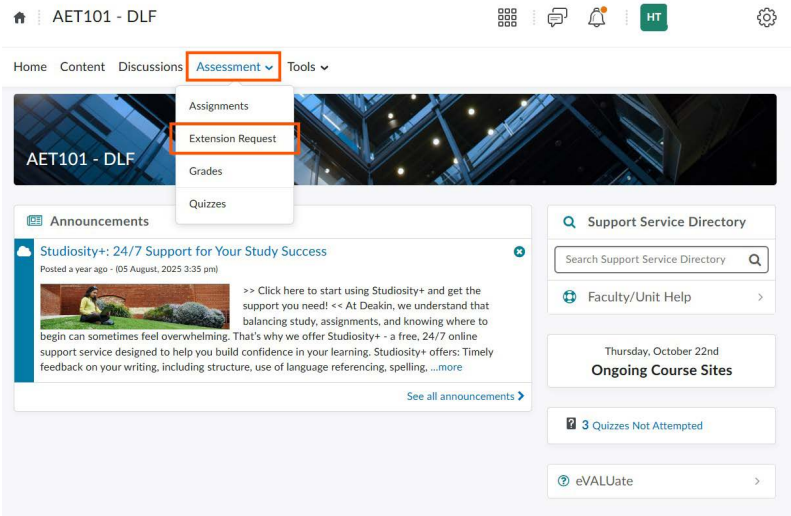
Student User Guide for Assignment Extension Tool

This is a user guide for students on how to use the Assignment Extension Tool. It guides you step by step through the process to request an extension for your assessments.

Accessing the Assignment Extension Tool

Access the tool via your CloudDeakin unit site:

Assessment > Extension Request



Assessment Tab Lists Unit Assessments

Under the 3-day extension column is the request extension button for each assessment. It is active when it is pink. This happens seven days prior to the due date.

Assessments

All due dates are AEST (or AEDT as applicable)

Only assessments eligible for automatic extensions are listed

Contact your Unit Chair if your assessment isn't listed or if you need more time than the automatic extension provides.

For more information on extension guidelines, please see [extension eligibility and duration](#).

Assessment name	Type	Your due date (includes approved extensions)	3-day extension	4-day extension
T3 Rollout Testing 1	Assignment	24 Oct 2026, 11:59:59 pm	Extension granted	Available 22 Oct 2026
T3 Rollout Testing 2	Assignment	30 Oct 2026, 11:59:59 pm	Available 23 Oct 2026	Available 31 Oct 2026
T3 Rollout Quiz 1	Quiz	23 Oct 2026, 11:59:59 pm	Request extension	Available 24 Oct 2026

Confirm the Extension Request

Take note of the updated due date and submit the request.

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Extension request

You will get 3 days as per the extension duration

Assessment name

T3 Rollout Testing 1

Original due date

21 Oct 2026, 11:59:59 pm

New updated due date

24 Oct 2026, 11:59:59 pm

Submit request

Extension Request Successful

The green message box appears letting you know your request was successful. You should allow up to 24 Hours for an Email Confirmation.

Email Confirmation

The email confirms the change to the due date. It contains details about the extension along with Student Support services available to you.

Extension Eligibility and Duration Information

The **Important Information** tab includes assessments that are eligible and the ones excluded from extensions. You can also read information about special consideration.

Automatic extension tool

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Extension request

✓ Your extension request was successful

You'll receive a confirmation email shortly. Please allow up to 24 hours for it to arrive.

[Return to assessments](#)

Dear Test Account

Your extension request is approved. Please keep a copy of this email as a reference.

Unit:

Assessment: Week 5: Combining Sources

Original Due Date: 26 Oct 2026, 8:00:00 pm AEDT

New Due Date: 29 Oct 2026, 11:59:59 pm AEDT

Important information about your extension

An extension gives you extra time to complete your assessment where unexpected circumstances have impacted your ability to meet the due date. It is important you use this time carefully and we recommend you seek support (see below) to help you stay on track.

We encourage you to submit your work as soon as it is ready; you do not need to wait until the new due date. Continuing to extend deadlines may impact your overall study workload, limit the ability of teaching teams to provide you with timely feedback, and make it difficult to meet requirements in other assessment tasks and units.

Student Support

We encourage you to access Deakin's range of support services to help you succeed in your studies:

- [Study Support](#), including 24/7 instant feedback via [Studiosity Plus](#)
- [Health and Wellbeing](#), including free [counselling](#) and the [eWellbeing Hub](#)
- [Safer Community](#), including support for sexual harm or family violence.

In an emergency, please phone [Lifeline](#) on 13 11 14 for 24-hour confidential support or call Triple Zero (000).

To check the status of this request, use the link below.

NOTE: To view the details of this request, log in to the relevant CloudDeakin site from the home page. Use the Assignments menu option to access the Extension Tool application for details of this request.

[Manage in CloudDeakin](#)

Automatic extension tool

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Extension eligibility and duration

📘 Special consideration

If an extension is unavailable, or you need more time, apply for [Special Consideration](#). Supporting documentation is required.

Extensions eligibility

You can request an extension using this tool if your assessment meets the following criteria:

- Your assessment is in an individual task, and
- The due date has not passed, and
- You are requesting an extension within seven days of the due date

Automatic extensions are not available for the following assessment types:^[1]

- End-of-unit assessments
- Exams, tests, and other timed or in-person assessments
- Group assessments

[1] If you believe an assessment has been excluded in error, please contact your Unit Chair

Extension duration for all students

All students can request:

- An initial 3-day extension
- One additional extension of 4 days

This means you can receive up to 7 days of automatic extensions for a single assessment.

Extension duration for students with support plans

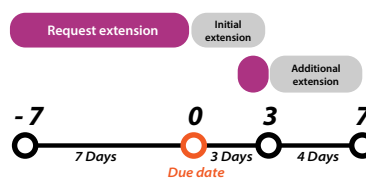
The following students may be eligible for an extension of up to 14 days, in accordance with their approved support arrangements:

- Students with an approved Access Plan through the Disability Resource Centre (DRC)
- Students receiving support through NIKERII Student Support services

All students may request an initial three-day extension from seven days before the original Due Date.

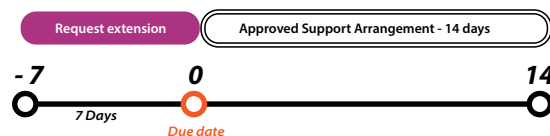
Following the initial request, students may request one additional four-day extension, providing a maximum extension of seven days in total. The additional extension can be requested from two days before the revised Due Date.

All Students



Students with an Access Plan, students receiving NIKERII support, and First Nations students may request an extension of up to 14 days for each assessment.

Access Plan, NIKERII Support and First Nations Students



Important Information - Resources

Covers additional information to manage your extension requests.

Automatic extension tool

Assessments Extension eligibility and duration **Resources**

Resources

Extensions provide extra time when unexpected circumstances affect your ability to meet a deadline.

Managing your extensions

You are encouraged to submit your work as soon as it is ready; you do not need to wait until the final due date. Taking additional time can be helpful, but using multiple extensions may make it harder to manage your overall study workload.

Other circumstances

If your request for an extension is connected to an experience of sexual harm or family violence, you can contact [Safer Community](#) for confidential advice and support. They can assist you with your extension and any next steps.

You will receive email updates about your extension request, and you can view the latest status at any time in your [Assessments list](#).

Additional Information

For assessments that use FeedbackFruits, InterDashboard and other external tools, extension requests must be managed outside the Assignment Extension Tool. If you have any questions, contact your Unit Chair for further information.

The Assignment Extension Tool (AET) will be available for OnTrack portfolio submissions in units within the School of Information Technology and School of Engineering.

Extension requests must be made through the CloudDeakin unit site. For more information, students should refer to communications from the Unit Chair on the CloudDeakin unit site.