

# Request for Assessment Extension (HE) Form

Students are to discuss any request for an extension in the first instance with their Lecturer.  
 Complete and submit form to the Lecturer **2 working days prior to the date** the assessment item is due. Supporting evidence should be attached (e.g. medical certificate, see Assessment (HE) Procedure section 3.4 Extension to due date of Assessment).  
 Students will be advised of the outcome of the request within **2 working days of receipt of the request**.  
 Students must collect the approved form and attach it to the assessment when submitted either in hardcopy or Moodle upload as advised by your lecturer.  
**Please note: an assessment task not submitted by the extended due date, without further approval, will not be marked and awarded a fail grade.**

## Section A: Personal Details

<b>Name:</b>			<b>Student Number:</b>	
<b>Mailing Address:</b>				
<b>Phone Number:</b>		<b>Email:</b>		

## Section B: Course Details

<b>Course Code:</b>		<b>Course Name:</b>		
<b>Subject Code:</b>		<b>Subject Name:</b>		
<b>Lecturer Name:</b>		<b>Assessment Title:</b>		

## Section C: Reasons For Application

--	--	--	--	--

<b>Initial Due Date:</b>		<b>Extension Requested: (days)</b>		<b>Proposed Due Date:</b>	
<b>Student Name:</b>		<b>Signature:</b>		<b>Date:</b>	

### SCHOOL USE ONLY

<b>Application Received:</b>	<b>Name:</b>			<b>Date:</b>	
<b>Extension Approved</b>	Yes	No	<b>Length of Extension (days)</b>		<b>Extended Due Date:</b>
<b>Lecturer Name:</b>		<b>Signature:</b>		<b>Date:</b>	