

Assessment Extension Application Form

This form is used where a student is seeking an extension of time to complete an assessment task. Completing and submitting this form does not automatically approve an extension.

This application form must be completed and submitted to your assessor **at least one (1) week prior** to the assessment due date. One week is considered to be a seven-day period inclusive of weekends and public holidays. The extension application will be assessed in accordance with SuniTAFE's Assessment Procedure. Extensions will only be granted in special circumstances, and must be supported by evidence. Where illness is cited as the reason for your application for extension, you must attach a medical certificate to support your application.

Once the application has been reviewed, you will be notified of the approval / refusal of the extension. If the extension is approved you will be advised of the revised assessment due date. If the extension is refused, the completed assessment must be submitted as per the scheduled due date. The maximum duration of any extension is two (2) weeks.

Student Name:		Student ID:	
Course Title:			
Unit Name:			
Unit Code:			
Assessment Task:			
Assessment No:		Assessment Date Due:	/ /
Reason: (You will be required to provide supporting evidence e.g. if due to illness, attach an original medical certificate)			
Student Signature:		Date:	/ /

OFFICE USE ONLY			
Assessor comments (to support decision)			
Outcome:	APPROVED	<input type="checkbox"/>	Revised assessment due date: / /
	NOT APPROVED	<input type="checkbox"/>	
Assessor Signature:		Date:	/ /
Method of Notification:		Date notified:	/ /

Warning – Uncontrolled when printed. The current version of this document is kept on the Portal.

DO NOT POPULATE FOOTER – THIS WILL BE DONE AUTOMATICALLY