

Application for an Extension for a Piece of Assessment



INSTRUCTIONS FOR AN EXTENSION

The Swinburne Assessment and Appeals Policy at Section 2, subsection 8 at <http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2007/9> states that "assessment due dates are published in Unit Outlines at the start of the teaching period and will not normally be extended except where students had their studies adversely affected by acute illness, misadventure or other extraordinary cause or circumstance reasonably beyond their control. Students who need to request an extension of time to the due date for a piece of assessment (excluding end of teaching period final examinations) should contact their Unit Convenor directly to discuss their circumstances." This form is to be used by students applying for an Extension for a Piece of Assessment.

An application for an extension should be accompanied by any appropriate evidence such as a medical certificate, a letter from a student counsellor or other documentary evidence.

The application must be made to the Unit Convener **before the due date** of the relevant piece of assessment.

UNIT CONVENER (a list of Unit Convenors is located at http://www.lilydale.swinburne.edu.au/students/docs/Units_Convenors.pdf)

PERSONAL DETAILS

TITLE (Mr, Mrs, Miss, Ms)		STUDENT ID #	
SURNAME			
GIVEN NAMES			
CONTACT NUMBER		EMAIL	

UNIT AND ASSESSMENT FOR WHICH EXTENSION IS SOUGHT

UNIT CODE		UNIT TITLE	
ASSESSMENT TITLE		DUE DATE OF ASSESSMENT	

BASIS OF CLAIM FOR EXTENSION

LENGTH OF TIME REQUESTED

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DECLARATION

I hereby apply to be granted an extension for the piece of assessment for the above-named unit.

Documentary evidence in support of my application is attached.

I declare that the information I have provided in this application and the attached documentation is correct and complete.

SIGNATURE		DATE	
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OFFICE USE ONLY (CONVENOR TO COMPLETE)

Date Received		Received By	
Attachments Enclosed	YES	NO	Convenor's Signature of Approval
Extension Granted	YES	NO	If Yes, Date extension granted until
Comments			