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## Application for Assessment Extension

In order to receive approval for an Assessment Extension (ie approval to complete an assessment task or submit an assignment at a later date) your application must satisfactorily demonstrate to the Unit Coordinator that there are exceptional circumstances outside of your control that prevent you from completing the assessment task in the prescribed timeframe.

Circumstances that may warrant are those listed in the table below which is a summary of information contained in the [Assessment and Student Progression Manual: Consolidated Policies and Procedures](#).

All applications **must** be accompanied by relevant documentation appropriate to the circumstances and included as an attachment to this document.

Circumstance	Documentation Required from Student
a. Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time or due date/time is not possible	a medical certificate or signed statement from a medical practitioner registered by the relevant National Medical Board ( <a href="http://www.medicalboard.gov.au">http://www.medicalboard.gov.au</a> )  Note: statements signed only by a pharmacist are unacceptable. A letter of support from the Counselling and Disability Services may also be included where relevant.
b. Family issues (for example family injury, illness or bereavement etc) of such significance that completion of the assessment task by the original date/time or due date/time is not possible	
c. Commitments to participate in elite sport or other activities that warrant favorable consideration	documentation to support the student's claim
d. Commitment to assist with emergency service activities (for example bushfire protection)	a letter from the employer clearly supporting the student's claim
e. Unavoidable and unexpected work commitments (for example relocation, change to fly-in fly-out shiftwork)	

**An application for Assessment Extension must be lodged with your School before the date or due date of the assessment task.**

In exceptional circumstances a request may be accepted up to five working days after the date or due date of the assessment task. Such requests will only be accepted where the student is able to provide a satisfactory explanation of why he or she was not able to submit the application for Assessment Extension by the date or due date of the assessment task.

Before submitting your application, check <i>all</i> of the following:	Completed
I have completed all required information on this form	
In making this application I believe my situation meets the 'exceptional circumstances beyond my control' criterion as outlined in the form and policy	
I have saved all documents with my name in the file name eg. Extn Applic_SMITH_A	
I am submitting the form together with my supporting documentation OR I am only submitting the form and will be submitting the required documentation within <b>three days</b> . I understand my application cannot be processed until this documentation has been provided.	OR

**The completed form should be submitted via email to [EducationAssessExt@curtin.edu.au](mailto:EducationAssessExt@curtin.edu.au)**

You will be notified of the outcome of your application via the Official Communications Channel (OCC) **within five working days**. The OCC in OASIS is separate from your student email, please see the OASIS help pages for information on [using the Official Communications Channel \(OCC\)](#).

For assignments or other submitted work, an extension will normally be granted for up to seven days after the initial due date/time, unless the circumstances warrant a longer delay.



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# Application for Assessment Extension

## Student Details

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course \_\_\_\_\_

Campus Location \_\_\_\_\_

Email \_\_\_\_\_

Contact numbers \_\_\_\_\_

## Unit Details (names of your UC and tutor can be found on the Unit Blackboard site under the Teaching Team link and usually on the front page of the Unit Outline)

Unit Name \_\_\_\_\_ Unit Code \_\_\_\_\_

Unit Coordinator \_\_\_\_\_ Tutor (if applicable) \_\_\_\_\_

Assessment Task Name	Due Date	Requested Due Date

## Grounds for Application (if more space is required please use an attachment) Tick the relevant category in the table below.

Circumstance	Documentation Required from Student
<p>Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time or due date/time is not possible</p> <p>Family issues (for example family injury, illness or bereavement etc) of such significance that completion of the assessment task by the original date/time or due date/time is not possible</p>	<p>a medical certificate or signed statement from a medical practitioner registered by the relevant National Medical Board (<a href="http://www.medicalboard.gov.au">http://www.medicalboard.gov.au</a>)</p> <p>Note: statements signed only by a pharmacist are unacceptable. A letter of support from the Counselling and Disability Services may also be included where relevant.</p>
<p>Commitments to participate in elite sport or other activities that warrant favorable consideration</p>	<p>a letter on letterhead from relevant officials clearly supporting the student's claim</p> <p>It is helpful if you have registered with Curtin's Elite Athlete Commitments <a href="http://life.curtin.edu.au/curtin-stadium/elite-athletes.htm">http://life.curtin.edu.au/curtin-stadium/elite-athletes.htm</a></p>
<p>Commitment to assist with emergency service activities (for example bushfire protection)</p> <p>Unavoidable and unexpected work commitments (for example relocation, change to fly-in fly-out shiftwork)</p>	<p>a letter on letterhead from the employer clearly supporting the student's claim</p>
<p>Other exceptional circumstances that were unexpected and outside of the student's control</p>	<p>suitable independent documentation to support the student's claim</p>

Date you submitted this form \_\_\_\_\_