



Application For Extension Of Time For Submission Of An Assessment Task

Extensions

Students should note that:

- they are notified of assignment details well in advance and extensions therefore will not be granted without very serious cause
- applications for extensions will generally be considered only on medical or other serious grounds
- applications made on the grounds of workload, external commitments, crashed computers, etc. will not be approved
- the examiner/lecturer/tutor can only grant an extension up until the Board of Examiners meeting in each semester
- if a longer extension is required because of extenuating circumstances, students are advised to apply for special consideration by completing the Monash University Special Consideration Applications form
- if an application is approved by the examiner/lecturer/tutor, the form must be included with the assessment task when it is submitted.

► Please make sure that you keep copies of all assignments.

Procedure

1. Complete and submit the application for Extension of Time for Submission of an Assessment Task form to the examiner/lecturer/tutor **at least** two working days (48 hours) before the due date of the assessment. Doctor's certificates or other supporting documentation **must** be included with your application form.

2. If your application for an extension is successful, please attach the application form and submit your assessment by the new submission date.

Late Submissions

Where work is submitted without an extension after the due date, the examiner/lecturer/tutor may choose to:

- impose a % penalty for each day the work is late (where work is less than a week overdue)
- award a mark of 50% only (where work is more than a week overdue)
- not mark the work (where work is more than a week overdue).

Steps to Follow

1. Student discusses and submits the application for assessment extension to the examiner/lecturer/tutor
2. Examiner/lecturer/tutor considers the application
3. Student is advised of the outcome of the assessment extension application by the examiner/lecturer/tutor
4. If extension is granted, the student must attach their approved application to the assessment task when submitting it.



Application for Extension of Time For Submission of an Assessment Task

Complete this form using **BLOCK LETTERS**.
Return the form to the Examiner/Lecturer/Tutor of
the unit concerned.

Section A. Details of Assessment Extension Request. To be Completed by Student.

Student ID

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 Course Code _____

Family Name _____ Given Names _____

Unit Code _____ Unit Title _____

Name of Examiner/Lecturer/Tutor _____

Assessment Task Details (Assignment, Project, Exercise etc)

Date due _____

Reason for requesting extension _____

Number of days requested _____

Is documentary evidence attached? Yes No

Signed _____ Date _____

Section B. To Be Completed by Examiner/Lecturer/Tutor. If Approval is Granted, this Form Must Be Submitted with the Assessment Item.

This request for extension of assessment task is:
Not approved Approved Approved with conditions or penalty (see below)

Extended submission date _____

Details of conditions or penalty if applicable _____

Signature of Examiner/Lecturer/Tutor _____ Date _____