

Application for an Extension of Time for submission of an In-Semester Assessment Task

Students are asked to note:

- This application form can only be used when temporary or minor circumstances of a personal nature have prevented a student from submitting an in-semester assessment task by the due date. Normally, an extension will not be granted for paid work commitments or for several assessments being due at once. (Most students experience these conditions).
- A student whose work during a teaching period has been affected by **acute illness or other exceptional cause beyond their control** should **not** use this form. In these circumstances a Special Consideration form should be used (see www.education.monash.edu.au/students/current/admin/special-consideration.html for more information.)
- An extension of time is not automatically granted and, if approved, will not normally exceed two weeks.

Applications must be lodged at the Faculty of Education Student Services Office of the campus where your unit is taught at least 48 hours prior to the due date of the assessment task.

Details of Extension Request - only one assessment task per application.

Student Name: _____ I.D. Number: _____

Unit Code: _____ Unit Title: _____

Assessment Task Details

A brief statement of the grounds on which an extension is requested. (To be completed by student)

Current Due Date: _____ Requested Due Date: _____

Signature of student: _____ Date: _____

Office use:

The request for an extension is: **Approved** **Not approved**

If approved, the date for **submission of the assessment task is extended to** _____ and will be received without penalty and marked against the full allotment of marks as originally prescribed.

If not approved, reason is _____

Signature of Unit Coordinator: _____ Date: _____

Signed form returned to student: **Yes** **No** Copy of signed form kept by Unit Coordinator: **Yes** **No**

✂.....

This section must be kept by the student and submitted with the assessment task.

Unit Code: _____ Unit Title: _____

Original Date Due: _____ Date Due now extended to: _____

Signed by Unit Coordinator: _____ Date: _____