

Application for Extension of Time to Submit an Assessment Task

This form is used where an extension of time is sought to complete an assessment task.

It is the responsibility of the student to make the application for an extension of time and submit it to the assessor in a timely manner.

An extension of time to submit an assessment may be granted, with no penalty on academic outcome, in exceptional circumstances, and depending on the mode of study.

Reasons for extension may vary from health, personal or work reasons. Evidence is usually required such as a doctor's certificate.

Please note that in some courses – e.g. Diploma or higher – there may be limited ability to grant extensions due to date restrictions imposed externally to TAFE Gippsland's own procedure.

TO BE COMPLETED BY THE STUDENT

Student's Name:	
Student ID Number:	
Unit/Module: (code/name)	
Assessment Item:	
Assessment Due Date:	
Reason for Request:	
Supporting Evidence Provided:	
Student's Signature:	
Date:	

TO BE COMPLETED BY THE ASSESSOR

Decision:	
Agreed Revised Due Date:	
Assessor Signature:	
Date:	