

Assessment Extension (HE) Request Form

Students are to discuss any request for an extension in the first instance with their Lecturer.
 If longer than 48 hours is required to complete the assessment task, a student must submit this form with supporting documentation to the Lecturer AND CC the Course Administrator. Your ID, the course name will need to be included in the email subject heading with the completed request form (see Assessment (HE) Procedure section 26 under Extension to due date of Assessment).

Students will be advised of the outcome of the request within **2 working days of receipt of the request**.

Students must collect the approved form and attach it to the assessment when submitted either in hardcopy or Moodle upload as advised by your lecturer.

Please note: an assessment task not submitted by the extended due date, without further approval, will not be marked and awarded a fail grade.

Section A: Personal Details

Family Name:		Given Name:		Student ID:	
Phone Number:		Email:			

Section B: Course Details

Course Code:		Course Name:			
Subject Code:		Subject Name:			
Lecturer Name:		Assessment Title:			

Section C: Reasons For Application

Initial Due Date:		Extension Requested: (days)			Proposed Due Date:	
Student Name:		Signature:		Date:		
DEPARTMENT USE ONLY						
Application Received:	Name:				Date:	
Extension Approved	Yes	No	Length of Extension (days)		Extended Due Date:	
Lecturer Name:		Signature:		Date:		