

Assessment Extension Request

Form

Due dates for assessments are included on your schedule of training. It is expected that your assessment will be submitted by the nominated due date. Should you have a valid reason for not submitting your assessment by the due date, this Assessment Extension Request form must be completed and submitted to your Trainer/Assessor for approval. Extensions are only approved for two weeks and students are only allowed two extensions per unit.

The submission of the form does not automatically approve and extension.

Applying for an Extension:

Please complete the details below and provide an original copy to your Trainer/Assessor or the Training Coordinator at least 7 days (or earlier) to the assessment due date.

Upon review of your application, you will receive approval/non-approval of your application, within 48 hours of your application being received.

Extenuating circumstances will be evaluated on their own merit and each case reviewed on an individual basis. In the case where illness is the reason for your request an original medical certificate must be attached to support your application.

Student Name:			
Student ID Number:			
Unit/Qualification Code:			
Trainer/Assessor Name:			
Assessment Code:			
Assessment Name:			
Due Date:			
Requested Extension Date:			
Reason for Extension: <i>(if due to illness, attach an original medical certificate)</i>			
Student Signature:		Date:	

Office Use Only			
Trainer/Assessor/STA Delegate comments (to support decision)			
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	If not Trainer/Assessor, Trainer/Assessor Notified <input type="checkbox"/>	
If approved, extension granted until:			
Date Student Notified:	Method of Notification:	Notified By:	Online Student Portal updated (if applicable) <input type="checkbox"/>

Note: A copy of this application must be placed on the student file.