

## ASSESSMENT EXTENSION FORM

To obtain formal approval, a student must complete an Assessment Extension Form and submit it to the coordinator. Requests for extensions must be supported by appropriate documentation, such as medical certificates or other relevant information.

Extension requests must be lodged prior to the due date and a copy of the application attached to the completed assignment.

Prior to completing the form, the student must read and understand the valid reasons under which assessment extension is granted as contained in the NAPS A004 – Assessment Policy document in particular section 6 – Students Roles and Responsibilities.

This form should be used by students who wish to obtain formal approval for an extension of assessment on one of the grounds – medical, compassionate, and extraneous circumstances. Students should only apply for extensions if they can provide supporting evidence that their capacity to demonstrate their level of competencies has been compromised and significantly impaired.

**The completed form with appropriate and relevant supporting documentation should be forwarded to the unit coordinator prior to the submission date of the assessment.**

Personal Details	
Student Name	
Student ID Number	
Unit Name	
Unit Code and Number	
Assessment for which extension is requested	

Reasons for extension request (select one and state reasons)	
Medical	
Compassionate	
Extraneous circumstances	
Evidence	
Submitted to	
Date of Submission	

Decision		
Approved	Seek more Information	Rejected

Reasons for Decisions	
Coordinator Name, Date & Sign	
Action	
Applicant Notified of Decision	
Actioned Officer Name, Date & Time	
Entered on Student Records By & Time	