

IMPORTANT INFORMATION

Category	Information
General	<p>In order to receive approval for an Assessment Extension your application must satisfactorily demonstrate that there are exceptional circumstances beyond your control that prevent you from completing the assessment task by the due date.</p> <p>A separate application form must be completed for each unit if you are applying for multiple assessment extensions.</p> <p>Students who have an activated Curtin Access Plan (CAP) are required to submit an <i>Application for Assessment Extension</i> in the event you are deferring a test or exam. This application is NOT required for assignments and other types of non-exam based assessment IF the extension required is within the approved conditions of your CAP.</p>
Application deadline/s	<p>Applications should be submitted PRIOR to your assessment due date/time. Applications may be accepted up to 5 days after the assessment due date/time, if you can provide a verifiable explanation as to why you were not able to submit the application prior, such as an emergency or severe illness.</p> <p>It is recommended to submit your application as soon as possible. Applications may take up to 7 days to process. If you submit your application on or close to your due date and it is then declined, late penalties will applied if your unit accepts late submission of assessments. You will receive an Official Communication message detailing the outcome of your application.</p> <p>The completed application/s must be submitted to the correct school contacts for the unit/s in which you are applying for an Assessment Extension. Details are available in your Unit Outlines.</p>
Assessment of application/s	<p>If your application is approved, you should not make commitments to any other arrangements that may prevent you from completing the assessment task(s):</p> <p>For an assessment item with a scheduled date/time for the task (e.g. examination, oral presentation), you will be provided with at least three working days' notice of the new due date/time.</p>
Appeals	<p>If your application is declined or where your extension is not for the full duration which you requested you may appeal to the Head of School within 5 working days of being advised of the outcome of your application.</p> <p>The Head of School will assess the appeal and determine if a change in decision is warranted and will inform you of the outcome within three working days from the date of the decision. It is at the discretion of the Head of School whether or not they will accept additional documentation in support of your appeal that was not provided as part of the original assessment extension application. The decision of the Head of School is final and there are no further internal appeal options.</p> <p>Further information about Assessment Extensions can be found in the Assessment and Student Progression: Policy and Procedures.</p>

ASSESSMENT EXTENSION CRITERIA

Reason	Supporting Documentation
Student injury, illness or medical condition	<p>Signed statement on relevant official letterhead from a Medical Practitioner or other approved health professional registered by the relevant National Medical Board (www.medicalboard.gov.au).</p> <p>Medical statements from online services will not be accepted unless face to face consultation occurs or a previous practitioner-patient relationship exists in accordance with the AMA Medical Certificate Guidelines, revised 2016.</p> <p>Medical statements from pharmacists are not acceptable.</p> <p>Signed statement on relevant official letterhead from the University's Psychological and Counselling Services or AccessAbility Services, outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.</p>
Family issues (e.g. family injury, illness or bereavement)	<p>Death Certificate or funeral notice.</p> <p>Police report or statement.</p> <p>Any form of supporting documentation accepted under the Student injury, illness or medical condition category listed above.</p> <p>Statutory declaration outlining the relationship to the impacted family member if this is not evident without clarification.</p>
Participation in Defence Force or Emergency Services	<p>Emergency Services: Signed statement of support on relevant official letterhead detailing the mandatory service requirements or participation in a recognised Emergency Services callout.</p> <p>Defence Force: Signed statement on relevant official letterhead detailing the student is rendering Defence Service.</p>
Unavoidable and unexpected work commitments not opted into on a voluntary basis	<p>Signed statement on company letterhead from the employer supporting claims of unavoidable and unexpected work commitments, confirming that these were not opted into on a voluntary basis. For self-employed students, explicit detail explaining why work commitments are both unavoidable and unexpected will be provided.</p>
Elite Athlete sporting activity participation	<p>Signed statement of support from the University's Elite Athlete Coordinator outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.</p>
Obligatory Religious Requirements	<p>Signed statement of support from the University's Student Wellbeing Advisor outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.</p>
Further reasons including social and welfare	<p>Signed statement of support from the University's Student Wellbeing Advisor outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.</p>
Other	<p>Other reasons will be considered on a case by case basis.</p>

APPLICATION FORM

Student ID

Given Name/s Surname

Student email Contact Number

Course Campus Location

UNIT DETAILS

Unit Code Unit Name

Unit Coordinator Name

ASSESSMENT/S

Assessment Task Name	Due Date	Requested Due Date

- I have submitted or am intending to submit an assessment extension application using the same supporting documentation/reasons to other units I am studying this study period.

REASON/S FOR APPLICATION (attach additional document/s if required)

STUDENT DECLARATION (please tick each statement)

- I have attached supporting documentation that is in English and is relevant to the reason/s listed above for which I am seeking an extension.
- I acknowledge that failure to submit the application in a timely manner, may impact upon the assessment process. For applications that are declined this may have significant ramifications on the possible marks awarded for my assessment.
- If I have been declared medically unfit for a period of time, I am responsible for informing other areas of the University (including other units) where my illness may have a significant impact on my performance or on other people, for example going on a practical placement.
- I confirm that the information I have provided on this application including any support documentation, is true and accurate to the best of my knowledge.

Student Signature: _____

Date submitted: _____

Please submit your application and supporting documents to the responsible officer detailed in your unit outline