

**This application can be used for the following purposes:**

**Assessment Extension:** is a process involving the formal permission for a student to delay the submission of an assessment task after the scheduled date/time (e.g. tests) or due date/time (e.g. essays, reports).

**Definitions:**

**Working Days:** refers to weekdays (Monday to Friday), excluding public holidays.

**Calendar Days:** refers to all seven days of the week, and include weekends and public holidays.

To receive approval for an Assessment Extension, your application must demonstrate there are/were exceptional circumstances beyond your control that prevent/prevented you from completing the assessment by the due date.

An application for an Assessment Extension is to be submitted prior to the due date. If circumstances prevent an application being submitted prior to the due date/time, it can be submitted within **TWO calendar days** following the missed assessment with the required documentation (see table below). Applications for an Assessment Extension received more than **TWO calendar days** after the due date are to be determined at the discretion of the Director of Academic Services may be accepted where the student is able to provide supporting evidence, as outlined in the table below, as to why he or she was not able to submit the application prior to the assessment date.

All applications **must** be accompanied by relevant documentation relating to your circumstances and included as an attachment to this document. Please note, holidays do not count as acceptable circumstances for an Assessment Extension.

Circumstance	Documentation Required from Student
Student illness, injury or medical condition that prevents completion of the assessment by the original due date	a medical certificate; or a letter from a counsellor; or a letter from Curtin Singapore counsellor, or a copy of student's Curtin Access Plan (CAP). Please note: statements from a pharmacist are not accepted
Commitments to participate in elite sport or other activities that warrant favourable consideration	documentation to support the student's claim
Commitments to participate in emergency service activities	a letter from employer clearly supporting the student's claim
Other reason, such as religious reason, that prevents completion of the assessment by the original due date/time	Supporting documentation clearly supporting the student's claim

**Please read the following questions. Each box must be ticked to ensure you have completed the process. If any box remains untick, the application may be declined.**

- Have you read the *Assessment and Moderation Policy* before completing this form?
- Have you submitted this form in the required time frame? (refer to required timeframes above)
- Have you attached supporting documentation? (refer to the *Assessment Submission Guidelines* for acceptable documentation)
- If applicable, please attached Curtin Access Plan (CAP).

A Student and Academic Services Officer will respond to your request within **3 working days** of receipt of this form.

## STUDENT DETAILS

<b>Student No:</b>			
<b>Family Name:</b>		<b>Given Name:</b>	

## UNIT DETAILS (Please submit one form per Unit)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Lecturer's Name and Email</b> (please see your Unit Outline for the Lecturer's name and email address)

## ASSESSMENT DETAILS

<b>Assessment Number</b>	<b>Assessment Name</b>	<b>Original Submission Due Date</b>

## REASONS FOR APPLICATION (Please attach documentary evidence e.g. Medical Certificate)

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- Each application will be individually assessed, and you will be advised of the outcome of your application by e-mail to your student email address.
- If successful, you will be notified via your student email of the time and venue of the deferred in-class assessment OR time, date and details of assessment extension submission.

I have read and understood the conditions of this application and certify by my signature that all the information I supplied is true and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Once you have completed all parts of this form:

- Please email it to [assessments@curtin.edu.sg](mailto:assessments@curtin.edu.sg) with the required supporting documentation. If this is not possible, please submit a hardcopy to Curtin Singapore Student Central.

**OFFICE USE ONLY:  
TO BE COMPLETED BY THE OFFICE OF THE PRO VICE-CHANCELLOR**

**RESPONSE TO REQUEST FOR ASSESSMENT EXTENSION**

Assessment Number	Assessment Name	Not Granted	Granted	Revised Due Date/Time

**Reason:**

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**If applicable, detail any alternate assessment conditions based on the student's CAP.**

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Emailed student the outcome and reasons for the decision to student's email account and added Academic Notes.

Application emailed to [assessments@curtin.edu.sg](mailto:assessments@curtin.edu.sg) for filing.

**Senior Student and Academic Services Manager Name:**

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**Senior Student and Academic Services Manager Signature:**

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**Date Finalised:**

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