

Assessment Extension Form (Singapore)

This form is intended for use by students who wish to apply for an assessment extension, including deferred examination.

Procedure

1. Read the [Assessment Policy](#) and the [Assessment Procedure](#), Section 7, which are available on the Curtin College website (<https://www.curtincollege.edu.au/current-students/essential-information/policies-procedures-forms/>).
2. Complete this form and attach any documents that would support your application.
3. Submit your completed form and supporting documentation
4. For assessments occurring during the study period, please submit the completed extension request form along with supporting documentation to this [web link](#) **at least THREE (3) days prior to the due date**, or **within TWO (2) days after** the missed assessment. For **final examinations**, complete the extension request form together supporting documentation and submit to [web link](#) within the **same timeframes**.
5. Your application will be reviewed, and you will receive a response to your student email address within THREE (3) working days of receipt.
6. If you are satisfied with the outcome, no further action is required. If you are dissatisfied with the outcome of the formal review of your result, please refer to the [Appeals Procedure](#) for further information.

Student ID:			
Family name:			
Given names:			
Address:			
Date of Birth:		Phone:	

I would like to request an assessment extension:

Unit Code	Unit Title	Teacher's Name

Assessment Name	Original Submission Due Date / Exam Date

Reason for assessment extension:

Please describe your reason below. Attach additional information and evidence if required.

I confirm that I have read and understand the [Assessment Policy](#) and the [Assessment Procedure](#).

Student Signature: _____ Date: _____