

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) calendar days prior to the due date, or within TWO (2) calendar 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.

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

Unit Code	Unit Title	Teacher's Name

Assessment Name	Original Submission Due Date / Exam Date

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

Extension:

Student Signature: _____ Date: _____