

HE Assessment Extension Application

In accordance with CDU's [Higher Education Assessment \(Coursework\) Policy and Procedure](#), a student can request an extension until the due date and time of submission. Applications for extension after this time will need to be sought as a [request for special consideration](#).

A request for extension can be made on the following grounds:

- a. acute illness or medical reasons;
- b. disability, as per a formally approved Access Plan;
- c. personal or family circumstances;
- d. unforeseen employment related circumstances;
- e. religious and cultural obligations;
- f. volunteer, emergency, or military service;
- g. elite athlete; or
- h. other unforeseen or extenuating circumstance.

Submitting a request does not guarantee an extension will be granted and students should make all reasonable efforts to submit the assessment task by or as soon as possible after the due date, where practicable.

Instructions for applying for an extension

1. Review CDU's [Higher Education Assessment \(Coursework\) Policy and Procedure](#) Section 5 – Procedure clauses 26-35.
2. Complete this application extension form
3. Submit the extension application via the Assessment Extension Request submission point in the Assessments section of your Learnline Unit. The application must include:
 - a. This completed form;
 - b. Supporting documentary evidence;
 - c. A copy of the current draft of your assessment task (where applicable).

Application for an assignment extension

| | |
|--|--|
| Student ID | |
| Student name | |
| Unit name | |
| Unit code | |
| Assessment task name and number | |
| Assessment due date and time <i>dd/mm/yy</i> | |
| Proposed adjusted due date <i>dd/mm/yy</i> | |
| Reason for extension <i>Refer to extension grounds listed above</i> | |

Conditions

1. I have attached the required supporting documentation, where required.
2. I declare that the information I have supplied is correct, true and complete, and that the supporting documentation, where required to be provided, is authentic.
3. I understand that submission of this application form does not guarantee automatic approval of the extension.
4. I will be notified of the application outcome by the Teaching Period Coordinator or Unit Lecturer.
5. If approved, it is my responsibility to submit my assessment item on or before the revised due date.

Submitting this form acknowledges that you have read and accepted the above conditions.