

HE Assessment Extension Special Consideration

In accordance with CDU's [Higher Education Assessment \(Coursework\) Policy and Procedure](#), students are required to submit a request for special consideration for an assessment extension in the following circumstances:

1. After an assessment due date and time has passed.
2. For extension requests of more than five (5) calendar days.

If your extension request falls within these time frames you can use the [HE Assessment Extension Request](#).

Requests for special consideration must be made in writing to the Faculty within three (3) working days after the due date of an assessment task. Applications must be accompanied by relevant supporting evidence (e.g., medical certificate, letter from employer, statutory declaration, copy of an accident report etc). Students may be asked to clarify information or provide additional evidence to support the application.

Submitting a request for special consideration 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.

Where an application for a special consideration is accepted, the outcome may include either the opportunity for re-submission or an alternate assessment task. A student who undertakes an alternate assessment task will have their new mark applied, which may be lower than the first mark originally achieved.

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.

Instructions for applying for special consideration

1. Review CDU's [Higher Education Assessment \(Coursework\) Policy and Procedure](#) Section 5 – Procedure clauses 22, 23, 24, 25, 26,27, 28, 31, 32 and 33.
2. Liaise with your lecturer to request the contact details of the Associate Dean Learning and Teaching.
3. Complete this application extension form
4. Email this request for special consideration to the Associate Dean Learning and Teaching. The application must include:
 - a. This completed form;
 - b. Supporting documentary evidence.

Application for special consideration

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	

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 Associate Dean Learning and Teaching or delegated representative.
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.