Request for Assessment Extension Form

Where possible, Imperial Engineering Education ('the Institute') extends maximum flexibility to enable students to meet assessment requirements. Students should complete and submit this form to the Unit Coordinator if circumstances prevent submission of an assignment or from attending/completing an online test by its due date. The form must be submitted as soon as the circumstance is known and no later than the assessment due date/time.

The Unit Coordinator may approve extensions of up to two weeks (14 calendar days). The Unit Coordinator will consider the application and will communicate via your Institute email address to confirm the outcome. In addition to information required below, the Unit Coordinator may also ask for evidence of progress and/or appropriate supporting documentation.

This process applies to assessment tasks other than examinations. This form does not replace the Special Consideration process. If you are applying after the due date or require more than 2 weeks' extension, please apply for Special Consideration. For more information, see the Institute's Assessment Policy and Procedure.

Application Details:

Student ID Number:

Student Name:

Unit code or name:

Unit Campus:

Adelaide ☐ Other (WIL):

Unit Coordinator:

Assessment Item:

Assessment Weighting:

REQUEST FOR ASSESSMENT EXTENSION FORM

Assessment Due Date (dd/mm/yyyy):

Requested length of extension (in days):

Class(es) of Assessment date and time:

Group Assignment:

Yes ☐ No ☐

Group Number*:

*Approved requests for assignment extensions for a group assignment will apply to all group members.

Personal Statement:

Reason(s) for extension application (refer Assessment Policy and Procedure):

Potential impact of your requested extension on timely submission of other assessment tasks during this teaching period:

Student declaration and disclosure of information

By submitting this form, you confirm that the information provided above is true and you understand that a person who intentionally provides false information will be subject to penalties under Student Misconduct Policy and Procedure. You also confirm that, where the information you provide in this form indicates a potential risk of harm, your Unit Coordinator

may request support for you from an appropriate support service, (e.g. counselling) on your behalf.