

Instructions for Use

- If you have a valid reason for an extension to an assessment activity, this form must be completed and submitted to your teacher / assessor for approval.
- Supporting documentation should be provided wherever possible.
- If the extension is approved by your teacher, a new date will be set for the assessment to be undertaken or submitted.
- Applications for extension must be submitted before the scheduled date of the assessment, or the date the assessment work is due to be submitted.

Request for Extension

Student ID	
Student Name	
Course Code and Title	
Unit Code and Title or Cluster Title	
Title of assessment activity for which extension is sought	
Date assessment is due	
Reason for Extension	
Supporting documents attached	

Victoria Polytechnic Teacher / Assessor

Teacher / Assessor Name	
Extension Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Date for completion or submission of assessment	
Teacher / Assessor Signature	

Office Use Only

Confirm that student has been informed of extension and new date for assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm amendments made to unit end date for this student if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm that the original of this extension request is stored with the Assessment Record Book	<input type="checkbox"/> Yes <input type="checkbox"/> No