

# ASSESSMENT EXTENSION APPLICATION FORM



Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
CIM Program of Study			

**Please read the Assessment Policy and Procedure available on the CIM Website and the Student Handbook regarding assessments.**

Students are to obtain the Assessment Extension form from Course Lecturer no later than two (2) days before the due date. The student is required to state the reason for his/her request and attach any supporting documentation. The form must be submitted to the Course Lecturer who will recommend for/or against granting of extension. If the request for extension is granted, the student must return the form to his/her Course Lecturer by the due date. The Course Lecturer will not accept an application for extension after the due date, regardless of whether it has been approved.

Assessments submitted after the due date and without proper approval will be subject to the following penalties:

Days Overdue	Penalty	Maximum achievable result
One	5%	95%
Two	10%	90%
Three	15%	85%
Four	20%	80%
Five	25%	75%
Six	30%	70%
<b>Seven or more</b>	<b>Automatic assessment failure</b>	<b>0%</b>

Assessments can be accepted by the Course Lecturer in class or on Moodle (refer assessment task requirements for submission). In exceptional cases assessments may be submitted via email with approval by the Course Lecturer, between 9:00am and 5:00pm from Monday to Friday.

## Assessment Details

Assessment Due Date/Time		Weighting of Assessment	
Course Code and Name			

Assessment Type:

Detailed description of extension request:

Supporting document attached: YES  NO

Student Signature:

Date:

New due date of assessment task:

Course Lecturer Signature:

Date: