

FACULTY OF HEALTH

LATE SUBMISSION OF ASSESSMENT - APPLICATION FOR EXTENSION -

Received by
.....
Date

This request form applies to the submission of assessment items only and **not** to examinations. Requests for Deferred Examination should follow the procedure outlined on the Student Services website:

<http://www.studentservices.qut.edu.au/assess/exams/defer.jsp>

Electronic submission of applications is not available. This form and all supporting documentation should be submitted to the School offering the unit as follows:

HL units:	Directly to Unit Coordinator for the relevant unit
HM units:	Student Information Centre - O Block, B Wing, Level 6 KG
NS units:	Directly to the Unit Coordinator for the relevant unit
OP units:	Student Information Centre for Public Health and Optometry O Block, D Wing, Level 6, KG
PU units:	Directly to the Unit Coordinator for the relevant unit
PY units:	Student Information Centre - O Block, B Wing, Level 6 KG
SW units	Student Information Centre – O Block, B Wing, Level 6 KG

Students will be notified by email of the outcome of their request. **This notification must be attached to the assessment upon submission.**

If on-time assessments for the unit were required to be submitted through Assignment Minder, then late submissions should also be handed in through Assignment Minder unless otherwise directed by the Unit Coordinator.

Instructions – Read this before proceeding

- Late submission of assessments is regarded as a significant concession to a student and, as such, will only be considered in situations where **exceptional circumstances** exist and a properly documented and timely case has been made.
- Extensions will not normally be granted to students who misread the due date or who have work commitments.
- Submissions must be lodged as detailed above prior to, or within **3 working days** of the due date of the assessment.
- This form must be accompanied by suitable medical or other supporting evidence (see over page) and **proof of progress made with respect to the assessment task.**

Details

Student name:	Student number:
Email address:	
Unit code:	Course code:
Assessment title/number:	Assessment due date:
Proposed new submission date:	Group assessment (Yes/No):

Student Declaration

My reason for this application is (tick as applicable):

- I will be/was unable to submit this assessment by the due date due to medical reasons (medical documentation is essential – see over page)
- I will be/was unable to submit this assessment by the due date due to other reasons (supporting evidence is essential – see over page)

I certify by my signature that all information I have supplied is correct. I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information.

Signature:

Date:

Documentation required for extension request based on medical grounds

Students applying for an assessment extension on medical grounds must submit medical documentation from a registered medical or dental practitioner stating:

- The date on which the practitioner examined the student;
- The nature, severity and duration of the complaint, and
- That, in the practitioner's opinion, the student's circumstances were reasonably likely to have prevented completion of the assessment by the due date

The Executive Dean of the Faculty requires medical evidence in order to make an informed decision on the student's application. Medical certificates issued by pharmacists are not accepted.

Documentation required for extension request based on other grounds

Students applying for an assessment extension on other grounds must submit suitable documentary evidence. Other grounds that may be considered include:

- **Compassionate** – death or serious illness of a close family member. Supporting evidence may include a letter from a counsellor, doctor or funeral director.
- **Hardship/Trauma** – eg. loss of employment, family breakdown, severe disruption to domestic arrangements, victim of crime/accident. Depending on the nature of the circumstances, supporting evidence may include medical documentation, letter/s from a counsellor, doctor or police officer.
- **Unavoidable commitments** at the time of assessment submission – eg. jury duty or court appearances, sporting or cultural events where the student is selected to represent at state, national or international level, military reserve or emergency service commitments. Supporting evidence may include documents relating to commitment or other relevant material.

NOTE: Ordinary work commitments or holiday arrangements will NOT be accepted as a reason for requesting an assessment extension.

Applicant's checklist

- I have attached a medical certificate (where the request is being made on medical grounds)
- I have attached a statutory declaration or other documentation (where the request is being made on non-medical grounds)
- I have provided the proposed new submission date
- I have attached documentation showing proof of progress
- I have signed the form

Appeals

Students who are dissatisfied with the outcome of their request may discuss the matter, in the first instance, with:

- the Course Coordinator for the course in which they are enrolled.

Students may also consult:

- the Director of Academic Programs in the School offering the course

Students who remain dissatisfied may appeal via the procedures for review of an academic ruling - see Manual of Policies and Procedures E/9.1 which is available at: http://www.mopp.qut.edu.au/E/E_09_01.jsp#E_09_01.02.mdoc

Details of the procedures are available at: <http://www.studentservices.qut.edu.au/assess/appeals/>

Decision – School use only

Request referred to: Unit coordinator Course coordinator

Request approved (Yes/No): _____ If yes, new submission date for the assessment item: _____

If no, reasons for refusing request:

Unit coordinator/ course coordinator signature:

Date outcome notified to student: