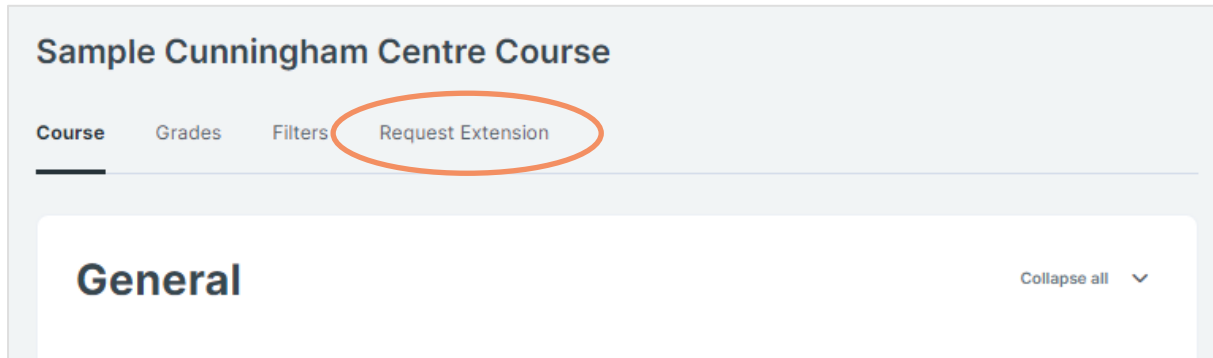


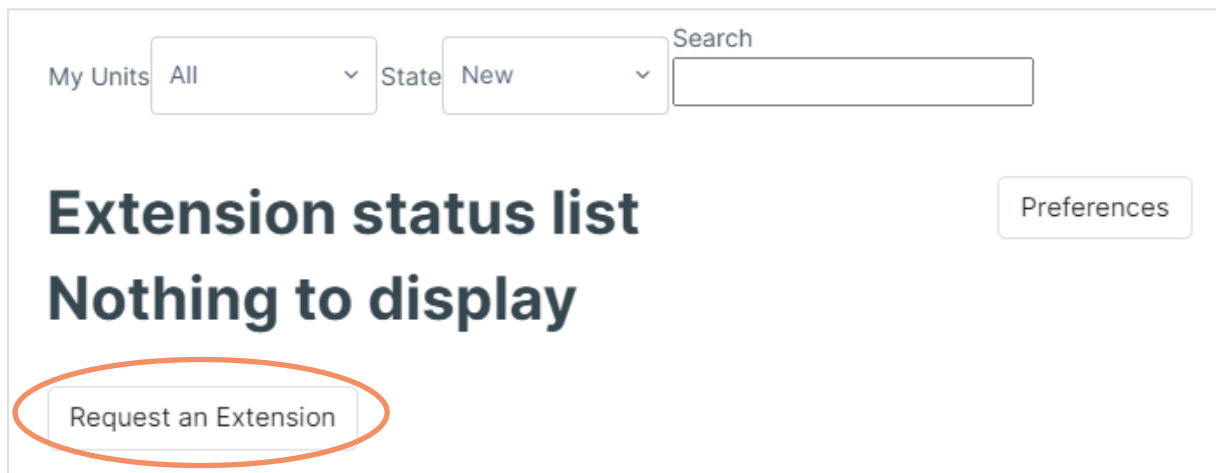
Submitting an assessment extension request

This guideline is designed to advise the process to be followed when you wish to request an extension for an assessment item.

1. Visit the homepage of the course you are enrolled in.
2. In the top navigation, select **Request Extension**.



3. You will be shown a list of your previous extension requests. If you have not requested an extension before, you will see the message, *Nothing to display*. Click **Request an Extension**



4. You will be shown a list of assessments which are eligible for an extension. If the assessment you're seeking an extension on is not listed, please contact your education support team.
Under each assessment is a link stating, "Click here to make an extension request for [assessment name]."

Click the link that relates to the assessment.

Sample Cunningham Centre Course > Assignment 1.3

Due on
Wednesday, 13 September 2023, 5:00 PM

[Click here to make a new extension request for Assignment 1.3](#)

5. You will be shown the section of the Cunningham Centre Assessment Guideline that relates to Assessment due dates, extensions or deferred assessments. Please read this carefully, then scroll down to see the following form:

Please read before requesting an extension

If you are unable to meet a scheduled assessment or exam due date, you must make a request to extend at least two (2) working days prior to the due date. Please note that the submission of this form does not guarantee that your request will be granted.

Requests for extension will be granted if they meet both of these criteria:

- You have been actively engaged in your study and your Course Facilitator has evidence that you have been making appropriate progress prior to submission of the request for extension, and
- There is reasonable justification to support your request for extension, for example:
 - Passionate or compelling circumstances (eg death of a family member, jury duty, unforeseen carer responsibilities);
 - Work commitments which were not known at time of enrolment;
 - Illness supported by medical certificate.

"Reasonable justification" does not include being too busy with other things to maintain focus on your study.

If you do not submit your assessment on time and do not request an extension, we will enter an M (Withdrawn) result against that assessment item. You will have one week to contact us to discuss rectification. If you do not contact us within that timeframe, we will consider withdrawing you from the program due to failure to progress (see Academic progress guideline for how this will be managed).

Available Requests

Sample Cunningham Centre Course > Assignment 1.3 Due on Wednesday, 13 September 2023, 5:00 PM

Request extension until ☒ Enable

General comments

Optional

If you would like to attach documentary evidence to support your extension request, you can do so here.

Attached documents

You can drag and drop files here to add them.

Maximum size for new files: 50 MB

- Enter the date that you would like the assessment due date extended to.
- Please provide a reason as it will help the education staff justify approvals in a timely manner.
- Attach any evidence that supports your request (optional). Then click **Submit request**.

6. The next page will show the detail of your request.

Sample Cunningham Centre Course > Assignment 1.3
Due on Wednesday, 13 September 2023, 5:00 PM


Pending Extension
New extension request for 2 days until Friday, 15 September 2023, 5:00 PM.

Extension History
New extension request for 2 days until Friday, 15 September 2023, 5:00 PM.

[Cancel request](#)

[Request Additional Extension](#)

Comments

 **Ellen-Dee Test-Account - Student** - 11/09/2023 13:40 (3 secs ago)
New extension for Sample Cunningham Centre Course, Assignment 1.3
Staff shortages meant I needed to work over the weekend and need a couple of days to finalise my assessment.

7. Your request will need to be approved. One of the following outcomes may occur:
- Your request is approved as requested.
 - Your request is approved but with a different date or time to the one requested.
 - Your request is denied.

You will be advised of the outcome by email. If further explanation is required, an education staff member will contact you to discuss options.

You can follow the steps above to check on the status of your request.