
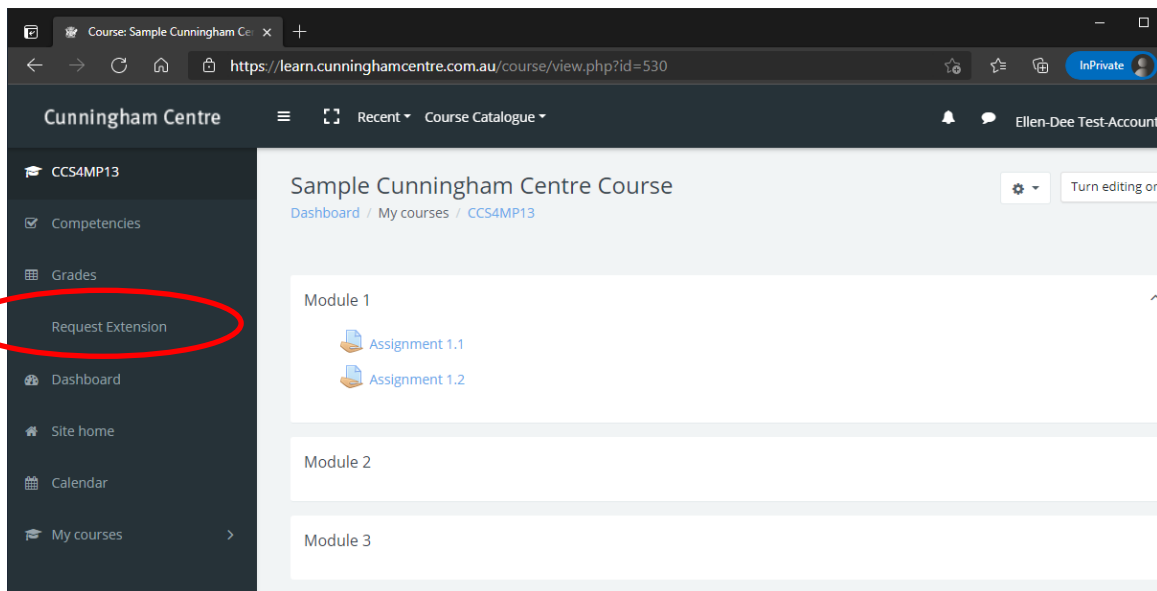


Submitting an assessment extension request

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 left navigation, select **Request Extension**.

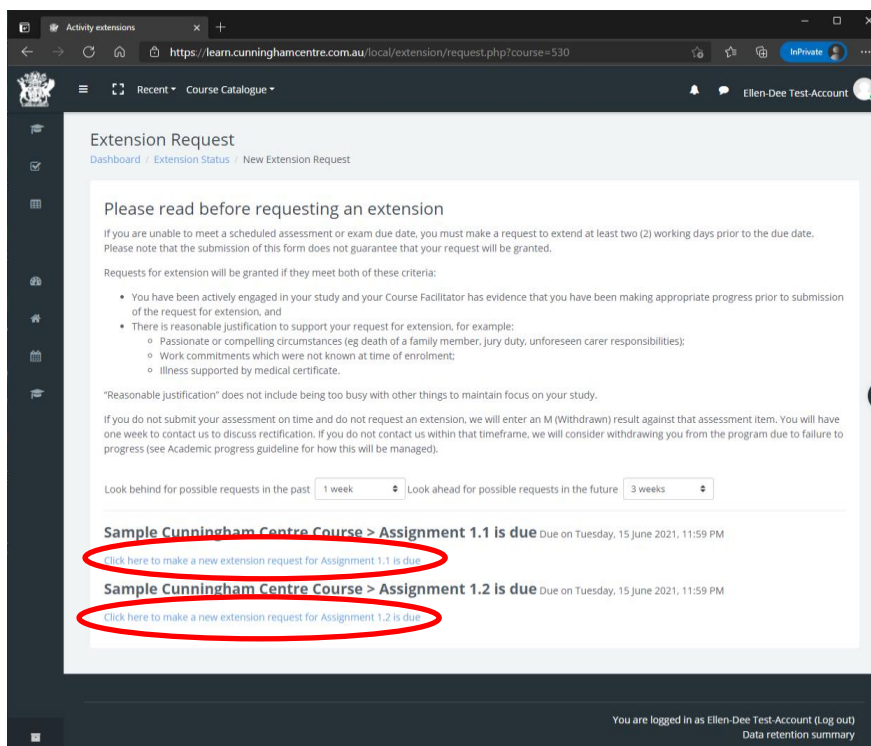
Note: The navigation may be hidden. Click the  button to display the buttons as below



3. 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.



- 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:

Activity extensions

https://learn.cunninghamcentre.com.au/local/extension/request.php?course=530&cmid=20278

Recent Course Catalogue

Ellen-Dee Test-Account

If you do not submit your assessment on time and do not request an extension, we will enter an M (Withdrawn) result against that assessment item.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 1.1 is due Due on Tuesday, 15 June 2021, 11:59 PM

Request extension until: 17 June 2021, 23:59 [Enable]

General comments: I have needed to cover for my manager who has been sick and so have worked overtime that I wasn't expecting. I have rostered days off tomorrow and Thursday so will work on my assignment then.

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

Attached documents: Maximum size for new files: Unlimited. You can drag and drop files here to add them.

Submit request Cancel

There are required fields in this form marked .

You are logged in as Ellen-Dee Test-Account (Log out) Data retention summary

- 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**.

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

Activity extensions

https://learn.cunninghamcentre.com.au/local/extension/status.php?id=2

Recent Course Catalogue

Ellen-Dee Test-Account

Ellen-Dee Test-Account

Dashboard Extension Status Extension #5: Ellen-Dee Test-Account

Sample Cunningham Centre Course > Assignment 1.1 is due Due on Tuesday, 15 June 2021, 11:59 PM

Pending Extension: extension request for 2 days until Thursday, 17 June 2021, 11:59 PM.

Extension History: extension request for 2 days until Thursday, 17 June 2021, 11:59 PM.

Cancel request Request Additional Extension

Comments: Ellen-Dee Test-Account - Student - 15/06/2021 10:49 (6 secs ago) I have needed to cover for my manager who has been sick and so have worked overtime that I wasn't expecting. I have rostered days off tomorrow and Thursday so will work on my assignment then.

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

Maximum size for new files: 100MB. You can drag and drop files here to add them.

- 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.