VET Student Request for Extension to Assessment

VICTORIA UNIVERSITY POLYTECHNIC

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.
- Applications for extension must be submitted at least one day before the scheduled date of the assessment or the date the assessment work is due to be submitted.
- 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.

Information for teachers / assessors

- Short extensions are for a maximum of 10 working days or, where the short extension request relates to a practical task and /or the delivery is in block mode (e.g. apprenticeships), the maximum extension period is to the next attendance block/ practical session (see Assessment for Learning - Assessment Procedure (VET))

Request for Extension

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

Victoria University Polytechnic Teacher / Assessor

Teacher / Assessor Name:			
Extension Granted	☐ Yes　　☐ No		
New Date for completion or submission of assessment:			
Confirm that student has been informed of extension and new date for assessment		☐ Yes	☐ No
Confirm amendments made to unit end date for this student if applicable (liaise with admin team)		☐ Yes	☐ No
Confirm that the original of this extension request is stored with the Assessment Record Book / Student File		☐ Yes	☐ No
Teacher / Assessor Signature:			
Date:			

Assessment for Learning – Assessment Procedure (VET)　　　　　VET Student Request for Extension to Assessment Template v1.1 March 2020

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