

# REQUEST FOR ASSESSMENT EXTENSION FORM



Australian International  
Institute of  
Higher Education

TEQSA Registered in the "Institute of Higher Education" category

## Instructions:

Students can request an extension of a submission date for written and in-class assessment where they have valid grounds. Such requests must be made formally by completing the Request for Assessment Extension Form, **on or before the submission date**, and attaching relevant supporting documents.

The Request for Assessment Extension Form must be submitted along with supporting documents by email to Student Services on [studentservices@aiihe.edu.au](mailto:studentservices@aiihe.edu.au).

## Grounds Considered Valid for Extension Requests:

- a). **Genuine Illness:** A medical certificate is compulsory and must be obtained from a registered medical doctor. The certificate must explain the nature of the condition suffered by the student and the period during which the condition affected the student's performance;
- b). **Illness over Extended Period:** A medical report should be attached to a medical certificate and must specify the nature of the condition suffered by the student and the period during which the condition affected the student's performance;
- c). **Genuine Misadventure:** In the case of misadventure (personal/family crisis or accident), the Institute should be notified immediately, and a testimonial submitted as soon as the student returns from a forced absence. The student may be requested to attend an interview to establish the validity of their claims as well as to submit documentary evidence of misadventure, such as medical or police reports.

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## Student Details

Full Name:		Student ID:	
Mobile Number:		Email:	
Course:			

## Subject Details

Semester and Year:		Lecturer:	
Unit Name:		Unit Code:	
Name of assessment item: <i>As per the Unit Outline</i>		Due date of assessment item: <i>As per the Unit Outline</i>	
Reason for extension:			
Length of requested extension <i>e.g. 1 day; 1 week</i>			
Supporting evidence attached?	Yes   No	If Yes, please list:	

## Student Declaration

1. I have included the necessary supporting documentation, if applicable.
2. I have read and understood the Institute's Assessment Review Policy and Procedure and have completed this form in accordance with the requirements of the Policy. The information I provided in support of my review is true, accurate and complete.
3. I authorise the Australian International Institute of Higher Education to seek information regarding my application and, if necessary, verify the authenticity of any documentation submitted.
4. I understand that submitting this application form does not guarantee automatic approval of my extension request.
5. If my request is approved, I am responsible for submitting my assessment by the revised due date.
6. If my request for an extension results in a withheld grade and I plan to graduate in the next graduation period, my graduation may be postponed until the following graduation period or year.

Name:		Student ID:	
Signature:		Date:	