

Assessment Extension Request Form

If you are unable to meet your assessment deadline and you have a valid reason, you must complete this form to request an extension no fewer than 24 hours before your published assessment deadline.

The following policies and procedures should be read prior to completing this form.

- APAC Assessment Policy and Procedure
- APAC Academic Honesty and Misconduct Policy and Procedure
- APAC Student Complaints and Appeals Policy and Procedure

Please note:

- Verbal extensions are not acceptable, extensions must be requested using this form with the outcome confirmed in writing.
- Academic penalties apply for late assessment submissions or late extension submissions.
- You must submit evidence to support your request (e.g., medical certificate).
- International Students: before proceeding with this request, you must check with the Head of Discipline (HoD) to ensure compliance with visa requirements.

1. Student Details

Student Name:	
Student ID:	
Contact Details (Email Address and Phone):	

2. Course

☐ Bachelor of Screen and Stage (Acting) COHORT:	☐ Bachelor of Screen and Stage (Screen Production) COHORT:	☐ Bachelor of Musical Theatre COHORT:
☐ Graduate Certificate in Creative Business Management COHORT:	☐ Graduate Diploma in Creative Business Management COHORT:	☐ Master of Creative Business Management (Leadership) COHORT:

☐ Master of Creative Business Management (Digital Marketing) COHORT:	☐ Master of Creative Business Management (Digital Marketing) COHORT:	☐ Master of Creative Business Management (Event Management) COHORT:
☐ Master of Creative Business Management (Project Management) COHORT:		

COHORT: = Discipline + Year commenced + Trimester commenced e.g., ACT204T1

3. Assessment

Unit Name:			
Name of Assessment:			
Due Date:			
Reason for Extension:			
Length of Extension being Requested:	<LENGTH IN DAYS>	Extension commencement date:	<DD/MM/YY>

4. Declaration

- ☐ I have read and understood APAC's Assessment Policy and Procedure and Academic Honesty and Misconduct Policy and Procedure regarding late assessments.
- ☐ I have attached evidence to support my extension **OR**
- ☐ Supporting evidence will be provided within 24 hours.

Signature of Applicant: _____

Date: _____

(Email from your APAC student email account constitutes a signature for this form)

5. Submitting your Application for Approval

For an extension up to 7 days please email this PDF form to your HoD for approval.

For an extension period longer than 7 days please email this PDF form to your HoD and cc the DoHE for approval.

6. Request Outcome

Your application will be assessed, and you will be notified in a timely manner.

7. Office Use Only

Approver:

Designation:

☐ Approved ☐ Not Approved

Reason:

Signature:

Date:

(Email from your APAC email account constitutes a signature for this form)

Administration Process:

☐ LMS update. ☐ Evidence provided. ☐ Evidence saved in student file.