

# 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

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

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Contact Details (Email Address and Phone):</b>	

## 2. Course

<input type="checkbox"/> BSSACT Bachelor of Screen and Stage (Acting) COHORT:	<input type="checkbox"/> BSSSCP Bachelor of Screen and Stage (Screen Production) COHORT:	<input type="checkbox"/> BSSND Bachelor of Screen and Stage (Song and Dance) COHORT:

**COHORT:** = Discipline + Year commenced + Trimester commenced e.g., ACT22T1

### 3. Assessment

<b>Unit Name:</b>			
<b>Name of Assessment:</b>			
<b>Due Date:</b>			
<b>Reason for Extension:</b>			
<b>First Date of Extension:</b>		<b>Last Date of Extension:</b>	

### 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

Complete this form electronically and save as a PDF.

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

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

### 6. Request Outcome

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

